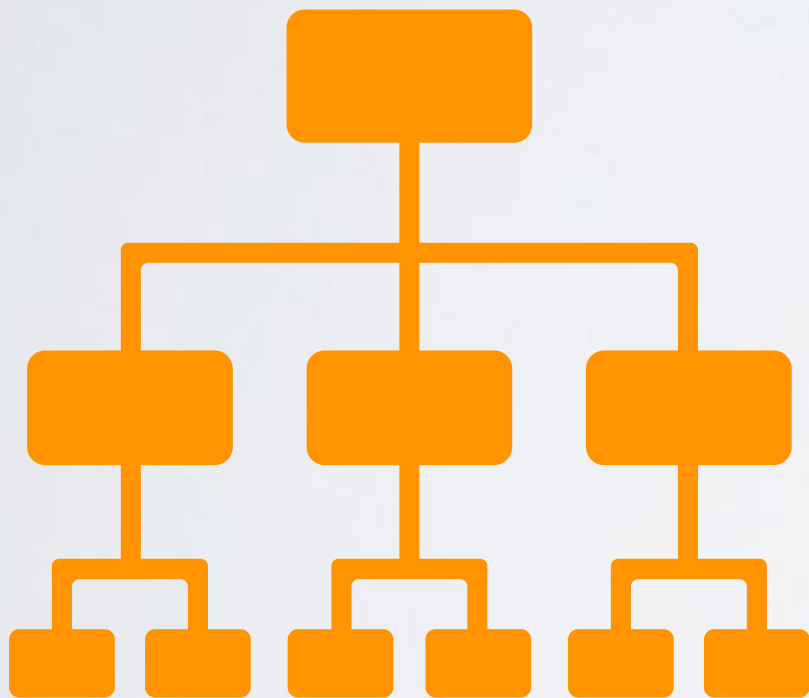


DELEGATION

- Assign tasks
- Capitalise on individual strengths
- Ensure somewhat even distribution



STRESS MANAGEMENT

- Avoid overworking
 - Don't leave work unfinished
 - Plan “Me-time”
 - Don't end up like...