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If you're editing multiple sheets in Microsoft Excel, it might be helpful to group them together. This allows you to make changes to the same range of cells in multiple sheets. Here's how to do it. Grouping multiple sheets in Microsoft Excel Grouping sheets together in Excel can be useful if you have an Excel work book with multiple sheets that contain different data but follow the same layout. The example below shows this in action. Our Excel workbook, called School Data, contains several sheets related to the school's operation. Three sheets have student lists for different classes, called Class A, Class B, and Class C. If we group these sheets together, any actions we perform on any of these sheets will be applied to all of them. For example, let's say we want to insert the IF formula into the G4 (G4 to G12) column on each sheet to determine whether students were born in 1998 or 1999. If we group the sheets together before inserting the formula, we can apply it to the same cell range on all three sheets. ANSWER: How to use the logical features in Excel: IF, AND, OR, XOR, NOT To group worksheets together, click and hold the Ctrl key and click on every sheet you want to group together at the bottom of the Excel window. Grouped sheets are displayed with a white background, while unselected sheets appear in gray. The example below shows the IF formula we suggested above, inserted into the Class B sheet. Grouping all the sheets in Microsoft Excel When you press and hold Ctrl, you can select a few separate sheets and group them together. If you have a lot more books, however, it's impractical. If you want to group all the sheets in the Excel work book, you can save time by correctly clicking on one of the sheets listed at the bottom of the Excel window. Click here to select all the sheets to group all the sheets together. By not grouping worksheets into Microsoft Excel Once you've finished making changes to multiple sheets, you can ungroup them in two ways. The quickest method is to click on the selected sheet at the bottom of the Excel window and then click Ungroup Sheets. You can also ungroup individual sheets one at a time. Simply click and hold Ctrl, and then select the sheets you want to remove from the group. The tabs of the sheet that you ungroup will return to the gray background. The last update on October 12, 2020 Burnout at Work is a problem that most people who suffer from it suffer unknowingly. You can't start a job, have a huge desire for a Netflix binge, or couldn't bring yourself to wake up in time, even if you have a lot on your plate? The cause of this may be burnout. According to a Deloitte report, many companies may not be doing enough to minimize burnout. This means that the responsibility is not only on the employee. According to the report, almost 70 percent of professionals believe that their employers are not doing enough to prevent or alleviate burnout within their organization, and they certainly should. Too many companies do not invest enough in creating a positive environment. One in five (21%) said that their company does not offer any programs or initiatives to prevent or facilitate burnout. It's a culture, not a fantasy of well-being programs that are probably doing a better job. This is a significant problem for individuals and companies, and it is also a matter at the macro level. A Stanford University study found that more than 120,000 deaths a year and about 5%-8% of annual health care costs are related to how U.S. companies manage their workforce. It is the employee and the responsibility of the employer, and the latter can certainly take on more responsibility. In this article, I'll guide you on how to find out if you suffer from burnout and more importantly that you can understand with that. Who is prone to burning? First, it is a good thing to know that you are in good company. According to the Gallup poll, 23% (out of 7,500 respondents) expressed burnout more often than not. In addition, 44% felt it sometimes. Nearly 50% of social entrepreneurs attending the World Economic Forum's 2018 annual meeting said they struggled at some point with burnishes and depression. According to Statista (2017), 13% of adults reported problems with unwinding in the evenings and at weekends. According to a Survey by Deloitte (made up of 1,000 full-time employees in the U.S.), 77% of respondents said they experienced burnout by employees in their current job. Burnout is not only a matter of spoiled first world. Rather, it is a serious issue that needs to be properly addressed. It affects so many people, and its consequences are too significant to ignore. Some professions are more prone to burnout, such as people who care more about their work than others. According to the Harvard Business Review, passion-driven and caring roles such as doctors and nurses are among the most susceptible to burnout. The consequences can have life or death consequences, as the suicide rate among caregivers is much higher than in the general population: 40% higher for men and 130% higher for women. This also applies to teachers, non-profit and leaders of all kinds. The Deloitte study also found that 91% of 91% of or disappointment. Heck, 83% even say it can negatively affect their relationship. Millennials have a slightly greater effect on burnout (84% Gen Y vs. 77% in other generations). What is burnout syndrome? So, what is it, exactly? Burnout has been officially included in the International Classification of Diseases (ICD-11) and is a professional phenomenon. According to the World Health Organization, burnout involves three aspects: a sense of energy exhaustion or exhaustion; Increased mental distance from one's work, or a sense of negativity or cynicism associated with work; Reducing professional efficiency. 5 stages of burnout At the moment, you should have an idea if you are at risk of burnout. There are different methods for understanding where you are on the burnout syndrome scale, and one of the most common ones is the five-step method. 1. Honeymoon Phase As you remember, if you get married, there is always a honeymoon phase. You're so happy and you feel almost invincible. You love your spouse and at this stage, you are very excited about everything. It's the same when it comes to taking on a new job or role or starting a new business. First, most of the time, you are hyper-motivated. While you may be able to notice signs of potential future burnout, in most cases, you can ignore them. You are very productive, super motivated, creative, and accept (and take responsibility for). The honeymoon phase is crucial because if you plant the seeds of good mental health and handle strategies, you can stay at this stage for long periods of time. 2. The beginning of stress Let's continue the wedding metaphor. Now that you've been happily married for some time, you may start to notice certain problems with your spouse that you don't like. You may have seen them before, but now they are taking more space in your life. You may be less optimistic and feel signs of stress or minor symptoms of physical or emotional fatigue at work. Your performance is declining and you think your motivation is lower. 3. Chronic stress Let's hope you don't get there in your marriage, but unfortunately some people get there. At this stage, stress levels are consistently high and other stage II symptoms persist. At this point, you start to miss deadlines, the quality of sleep is low and you are offended and cynical. Caffeine intake may be higher and you are increasingly dissatisfied. 4. Burnout Is the point where you can't continue if there is a significant change in the work environment. You have a strong desire to move elsewhere, and clinical intervention is sometimes required. You feel neglected, your physical symptoms grow, and you get to a place where your it hurts every day. You may be obsessed with problems in your life or work, and generally speaking, you should treat yourself. 5. 5. Burnout Is a phase in which burnout is embedded in your life. You may experience chest pains or shortness of breath, outbursts of anger or apathy, as well as physical symptoms of chronic fatigue. So now that we know how to determine our burnout stage, we can move on to addressing its underlying causes. According to a Gallup poll, the main causes of burnout are: Getting treated unfairly at work - It's not always something you can completely control. At the same time, you have to remember that even if you don't call shots, it doesn't mean you have to accept unfair treatment. The consequences mentioned above are simply not worth it in most cases. Workload - Another leading cause of stress according to dozens of interviews conducted before writing the article. According to Statista, in 2017, 39% of employees said that their main cause of stress is a large load. We live in a busy work environment and we will share some tips on how to manage it. Not knowing your role - While it's not something you can fully control, you can, and should probably take steps to better identify it with your boss. Inadequate communication and support from your manager - Like the others above, you can't fully control it, but as we soon share, you can take steps to be in better control. Pressure of time - As mentioned, motivated, passionate workers are more at risk of experiencing burnout. One reason is that they put pressure on themselves to do more, sometimes at the expense of their mental health. We will decide how to work on this as well. How to overcome burnout after being at the burnout stage and leading causes getting burned out, this can be a good time to let you know that there is a lot you can do to fight it in the head. However, let's start with what you shouldn't do. Burnout cannot be corrected by taking a vacation. This should be a long-term solution that is implemented on a daily basis. According to Clockify (2019), these are popular ways to avoid burnout: Focus on your family life - 60% of adults said that a stable family life is the key to avoiding burnout. Maintaining meaningful relationships in your life is proven to reduce stress (instead of a lot of invulnerable relationships). Exercise comes in second place, with 58% reporting that jogging, jogging, or doing any exercise significantly relieves stress. Even a relatively short walk can improve your body's resistance to stress. Seek professional advice - 55% say they turn to a professional. There are websites where you can talk to professionals at discounted prices. In addition to the three most popular ways to avoid burnout, you can try the following: 1. Improve time management Try to understand how you can use your time better and leave more time to relax. It's easy to say (or write) but more difficult to implement. Implementation, will help if you started with prioritizing yourself. Understanding the connection between your values and your daily tasks is a huge help. You can use proven methods to improve the relationship between your vision and goals on your daily life tasks lists. Check Horizons Focus or V2MOM techniques to get started. 2. Use the P.L.E.A.S.E. P.L.E.A.S.E. method is a combination of things you have to do to be in better physical condition. This means preventing physical ailments (P.L.), Eat Healthy (E), Avoid Mood-altering drugs (A), Good Sleep (S) and Exercise (E). 3. Priorities You don't have to say yes to anything that comes through your way at work (or in other aspects of life). You'll be surprised how easy it can become once you start saying no. Some may even describe it as exhilarating. 4. Let your brain rest culturally, most of us are already hooked to think that hard work is important, and while this is true in most cases, we sometimes forget that our brains need to rest in order to recharge. Seven hours of sleep is important (depending on your age). Meditation can also be useful. 5. Pay attention to positive developments in line with Therapistaid.com, we tend to focus on the bad things in our lives. However, by focusing on positive things, we can change our thinking. One way to practice this daily is by writing three good things about your life every morning or evening. It has been scientifically proven that this within a few months can help remount your brain. 6. Take some of your time Netflix binge is not always good for you, but it may be in some cases. The better your free time, the better you will feel in the long run. It is usually better to read a book or start a new hobby that requires more cognitive skills than just lying on the couch. But as long as you feel good watching a movie, that can be a good start. 7. New technologies can be useful There are tons of self-help applications such as Fabulous, Headspace (meditation), Noom (diet and exercise), and others. They are good to use, but you also have to be careful not to run away from your problems just to watch social media for hours. It's not real and no one's life is perfect (even if their Facebook or Instagram feeds might seem like that). You also need to know not to be in always on the mindset. Whether you're in the first or fifth stage of the burnout phase, the purpose of this article is to show you that there are always ways to deal with it. First, self-awareness, knowing that there is a problem. The second step is to decide what to do about it. You also consider using the Lifehack community. You can more than share your burnout story on our Facebook page. Bonus: Rebound from burnout in 8 hours Watch what you can do to bounce off burnout quickly in this episode of Lifehack Show. Show: Φοτο: Lechon Kirb Via unsplash.com unsplash.com

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