

Surviving the Year-End Crunch: Time & Stress Management for Clerks & RFOs



**I am a
Parish Clerk
Plus qualified coach, and
hypnotherapist, Neuro Linguistic
Programming and an Emotional
Freedom Technique Practitioner**

This can be a busy, pressured season

Easy ideas you can implement for managing stress,
avoiding overwhelm and burnout

**Stress =
Pressure + Capacity + perception/belief**

‘Must / Should / Could’

Must: legal deadlines, audit requirements

Should: important but flexible

Could: nice-to-do

Time Blocking and lets be realistic

- Work in focused chunks (45–60 mins)
- Pomodoro Technique
- Build in buffer time (clerking is unpredictable!)
- Protect 1–2 non-negotiable focus slots
- Take breaks

The 3-Task Rule

- Each day - choose 3 key priorities
- Everything else is a bonus

Boundaries

- Today I am doing
- Phone off, door shut, emails left
- Hours
- Work in a way that supports you

‘I’d love to help - can I come back to you this afternoon once I’ve finished?’

Mindset

Reframing Pressure

- Today I have to → today I choose to
- I have to do everything → I will prioritise what matters most.

The Stress Cycle - calming your nervous system

- Stress needs to be completed - not just managed mentally
- Small actions release it -physically/emotionally

Stress Response

We prepare to fight or flee.

Then we need signal we are safe now.

The Stress Cycle - calming your nervous system

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60-Second Reset

Inhale 4, exhale 6 (longer exhale = calming)

Stretching or shaking out tension

Shoulder Drop and Exhale

Physically release tension

Name it to Tame it

Quietly label the feeling: 'I feel overwhelmed'

What are the smallest things that help you feel human again?

Exercise

Fresh air getting out in nature

Tea without multitasking

Finishing on time once a week

Smiling

Connect with a friend/play with the dog

- Must / Should / Could
- Top 3 priorities
- Micro stress resets
- Small, realistic wellbeing habits

What's one thing you're taking away from today?

**You don't have to do everything perfectly to get
through year-end well.**

Balanced in Business



Be Balanced in Business is a low-cost monthly membership designed to give you a simple, supportive reset.

Just 30 minutes.
Once a month.

A moment to reconnect with what really matters.
No pressure. No performance. No overwhelm.

Just a calm, grounding space to realign.

<https://subscribepage.io/balancedinbusiness>



Thank you

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TESTIMONIALS



'Beckie's Self Care Circles are always well structured with a theme & allows us time to express our thoughts if we choose. There is some nice interaction & I find what Beckie brings to our online Circle, such as EFT Tapping really good. I find its time to just concentrate on me & how I can try & help myself in the month ahead. Thanks

Beckie x'



CLOUDLESS SKY
COACHING

Every session seems to meet me exactly where I am. It gives me the space to breathe, to step back, and to reconnect with both clarity and perspective.

I always leave feeling reassured, more grounded, and with a renewed sense of direction - not just in business, but in how I'm showing up overall.

What Beckie has created is more than just a session it's a necessary pause that allows you to lead, think, and move forward at a higher level.



TESTIMONIALS

Incredible coaching session today

One of Beckie's skills

One session in and I have a new
outlook on life

Feeling so much lighter and happier