

6 Tasks You Should Automate Every Month to Avoid Burnout

After years of feeling burned out, many people have taken serious action to automate some tasks. Since then, they have not felt as stressed as before.

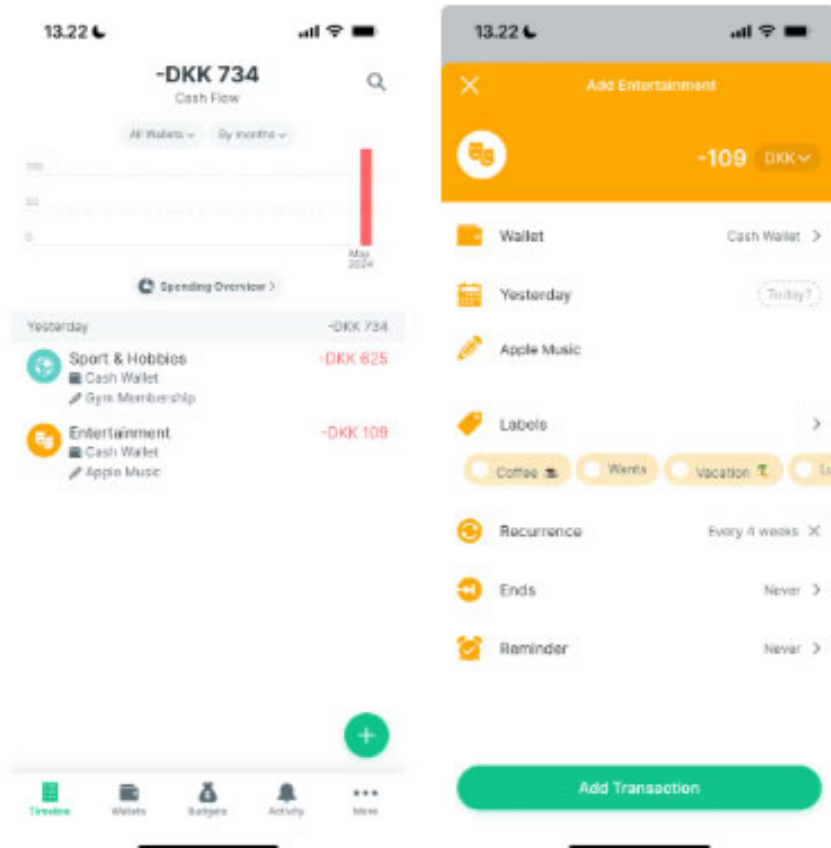
After years of feeling burned out, many people have taken serious action to automate some tasks. Since then, they have become less stressed. They have automated a wide range of tasks related to their work and areas of their personal lives.

1. Ways to automate your life that anyone can do

6. Add monthly recurring expenses

Many people like to track their income and expenses to ensure they maintain a good cash flow. In the past, they would automatically add all their expenses. This caused them stress because they had to make sure they added everything themselves.

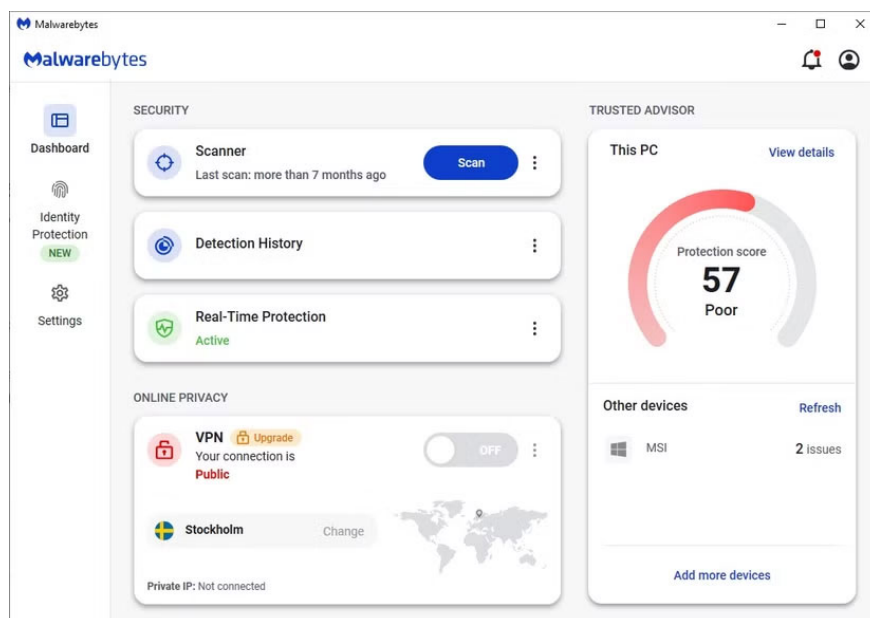
Once you've automated your own business expenses for a while, you'll find that doing the same with your personal expenses will save you a lot of time. Fixed monthly expenses, like rent and software subscriptions, should be set to recurring. Then you can just add the more random ones.



You can track your monthly expenses with Spendee , which also has a feature that lets you integrate your bank to automate everything.

5. Scan for malware

While scanning for malware is certainly important, it's not something you want to spend a lot of your time doing. However, this becomes a problem if you leave your device unscanned for months. Even if nothing happens during that time, you'll quickly realize that you're putting yourself at unnecessary risk.

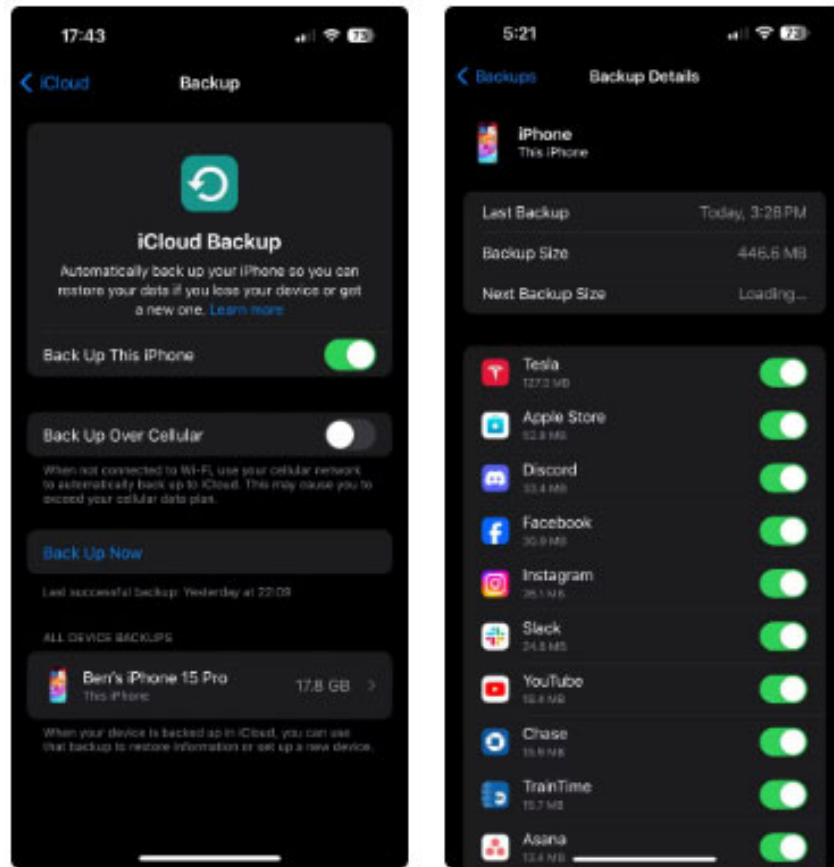


Since it scans for malware automatically, your computer will be looking for threats every day. Many people use Malwarebytes and are quite satisfied with it, but at the same time, there are many great alternatives to Malwarebytes Premium . For example, consider Windows Defender if you have a Windows computer.

4. Backup files

It's easy to quickly set up a data backup strategy, and one of the main ways you should do this is to automate your file backups. In the past, many people would back up their content whenever they wanted. However, this always left them at the mercy of something potentially going wrong. If it did, they would lose all their important files and folders.

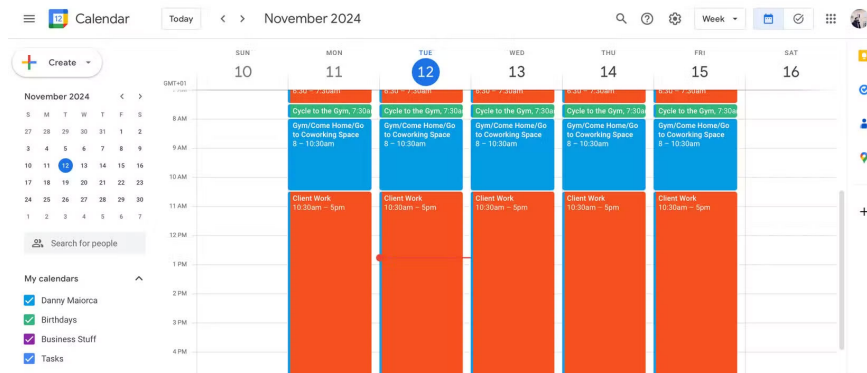
Many people use iCloud primarily for automatic file backups. All you have to do is go to your iPhone or iPad settings and turn on **Back Up This [Device]** . Since the free 5GB limit is so limited, you might as well upgrade to iCloud+ and you won't regret it.



With computers, you can use Time Machine to automatically back up your device. Doing so means you have less to worry about if something goes wrong, and you can quickly restore your computer if you need to erase everything for any reason.

3. Add schedule in calendar

Many people change their routines every week just to 'keep things interesting.' However, not having a consistent routine makes it 10 times harder to get the results you want. Plus, you'll be stressing yourself out unnecessarily.



Now, try automating most of your calendar routine by adding a clear routine that you can do every week with minimal changes. However, sometimes you will need to add something at short notice. With email, adding events from Gmail to Google Calendar is easy. You may have to enable this feature in your settings, as it is not

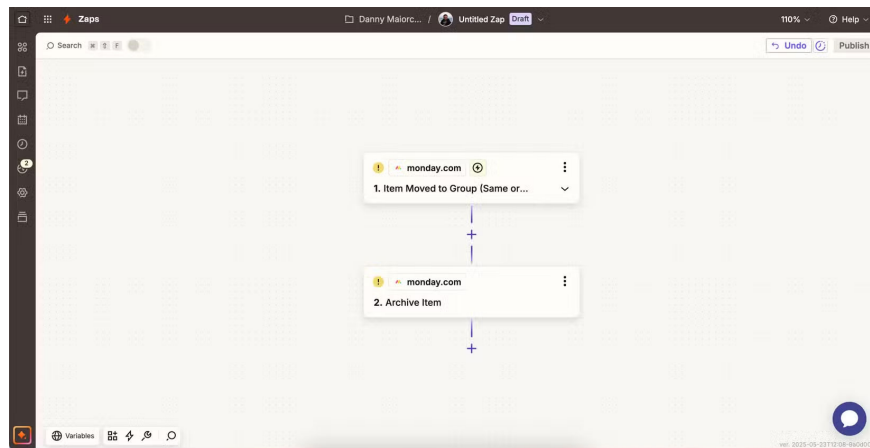
enabled by default.

Tools like Zapier are also useful for adding events to your calendar, which is also one of the best email productivity tools to save time.

2. Complete the mission

Many people use project management tools to keep track of their daily tasks and larger projects. But while they are helpful in keeping everything in one place, they often forget to mark tasks as completed. This inevitably leads to long lists that you have to manually delete.

To solve this problem, set up automated task completion. Every time something triggers (say, publishing a post), you can mark your project as complete. Many project management tools require you to pay for features like this, but you can use Zapier to accomplish your desired outcome.

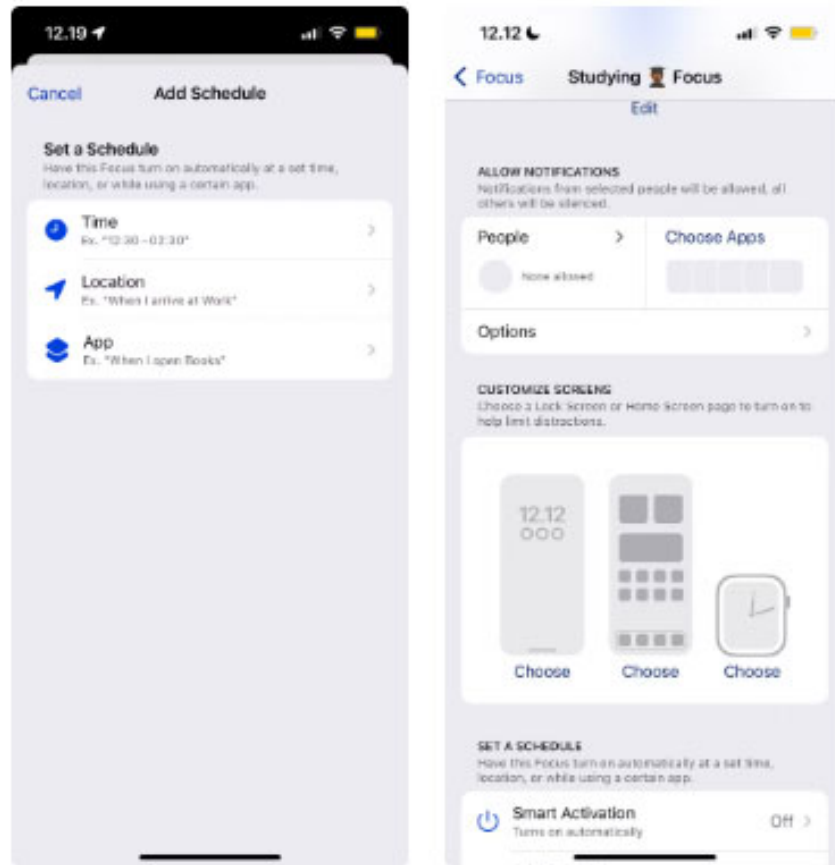


In addition to automating tasks in various software tools, you can also automate everyday tasks in Windows 11 and on many other operating systems.

1. Focus Mode on phone

Focus Mode is one of the best ways to stay focused while you work. To save time, automate when you want each mode to automatically turn on. Timed activation can work, but there's also a location-based Focus Mode option if you need it.

With this feature, you can turn on Work Focus Mode when you're at a co-working space and Workout Mode when you're at the gym. It takes very little time to set up, and in my experience, it makes a world of difference.



Automating daily tasks makes it much easier to avoid burnout, and a few simple changes will lead to significant improvements in your overall health. Your productivity will also increase, which is a great 'side effect.'

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