

7 steps to a great work day



- 1 **Allow yourself plenty of time in the morning.** Don't hit snooze on the alarm. Starting your day without rushing can help keep your stress levels down.
- 2 **Take an invigorating shower or listen to upbeat music** to wake up your body and mind. This will help jump-start your day.
- 3 **Have a healthy breakfast** with some protein and fiber to keep you going all morning. Try oatmeal with low-fat milk or an egg with whole grain toast. Pack a healthy lunch too!
- 4 **When you get to work, write down the most urgent things that should be done.** Respond to the most important emails or calls first. But, don't forget about less urgent items. Write down a list of what you hope to get done by the end of the day.
- 5 **Smile when you talk to people on the phone.** Others will "hear" your smile in the tone of your voice. Even if you don't feel like smiling, try it. You may find that it helps you have a more positive outlook. Smiling can "trick" your brain into feeling happy.
- 6 **Don't get overwhelmed.** If your workload isn't doable, speak up. Talk to your supervisor about small concerns before they become big problems. You may be able to get a deadline extension or find a creative way to get it done with help from a coworker.
- 7 **Get to bed on time so you can start fresh and rested again tomorrow.** Aim for seven to nine hours of sleep each night. Allow for some relaxing activity before bedtime to get your body and mind ready for sleep.

Sources: American Institute of Stress, National Sleep Foundation