

4 “S”s for a super workday



1

STRESS LESS

on your commute. Avoid the news, emails or other stressful activities on your way to work. Instead, listen to an uplifting audio book or your favorite music.

2

SAY something positive. When someone asks how you're doing, avoid saying things like, "just okay," or "could be better." Instead, say, "great," or "I'm going to make it a good day!" Even if you don't feel that way, saying it out loud can help.

3

SMILE. Research has shown that simply smiling can improve your mood and lower stress, even if you don't feel happy at the moment.

4

SET your priority. Decide upon the most important task on your list today. Then, get to work on completing it before doing anything else. Getting important things done can boost your confidence.



Sources: American Psychological Association, Association for Psychological Science