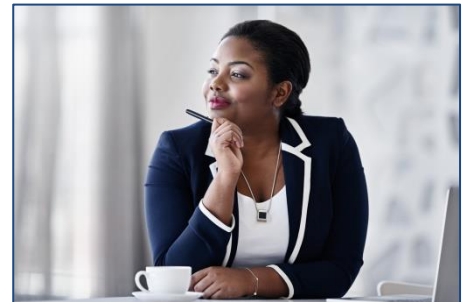


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## Organizing Your Day for Productivity

In an age when most of us need to do more with less, being effective and efficient throughout the day is vital for success. Before you start overhauling your work habits, consider the following tweaks to your day that might just pay off in big ways.



### 1. Tidy up your desk before you leave each day.

Clutter on your desk can have a negative effect on your productivity— it serves as a distraction and can make you feel disorganized in your work and your thoughts. Plus, time spent rummaging through papers or stacks to find something could be better spent on other tasks. Add time to your calendar at the end of the day for this.

### 2. Create a task list.

Some people like to write their task lists before they leave for the day, while some like to start off their day by creating a task list. By organizing your tasks by priority or deadline, that list will feel less daunting. If you have a big project to tackle, break it down into steps so you aren't overwhelmed.

### 3. Know your mindset throughout the day.

Take note of when you feel the most alert, motivated, creative, and low-energy, then try to organize your day accordingly. For example, if you are dragging around 2 p.m., it could be a good time to complete a task that you like and gives you energy, or items that are quick wins but don't require a lot of brain power. Moreover, try tackling something you've been putting off as you start your day, when your motivation is higher.

### 4. Take a break!

If you start to notice that you are getting distracted easily, step away from your work station and do something that will help energize you and re-focus. Moving your body a bit can be a great way to take a break— take a quick walk, do some stairs, or stand up and stretch.

### 5. Practice self-care.

If you aren't taking care of yourself, it's tough to be effective during the day. Get enough sleep, don't skip meals, and find ways to manage stress that work for you. If that all feels overwhelming, determine what self-care practice is a priority and go from there!

# Tips to Work Wellness into Your Busy Days



The first step to incorporating wellness into your schedule is to think of wellness as self-care. In doing so, not only will your health improve but your mood will as well! Next, let go of the idea that exercise has to be a 60-minute spin class or 5-mile run. Any activity is technically physical activity, especially when the goal is to avoid becoming sedentary. Finally, healthy eating isn't an "all or nothing" approach to nutrition. Consistently making healthy choices whenever possible is

the goal, but learning to enjoy indulgences without guilt is also important. **Try these simple tips to "Work in Wellness:"**

- **Move around when making phone calls.** Make it extra enjoyable by walking outside when possible to breathe some fresh air.
- **Try a meal delivery service.** There are many options that will save time and, sometimes, even money. They even cater to specific dietary concerns or likes/dislikes of certain foods.
- **Be an active spectator.** Walk up and down/around the area where you watching the event. If it's your child's game, you both should be able to see each other much more!
- **Keep it simple.** A great recipe can be good, but save the hours of cooking for special occasions. Pick meals with minimal ingredients.
- **Make it fun!** This can be especially easy when you incorporate your kids or dog and as long as you're moving, everybody wins! This goes for healthy eating as well because extra hands can be useful in the kitchen.

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## Eating Healthy on the Go

Busy, busy, busy – this describes all our lives these days. This busyness leaves less and less time for things like grocery shopping, meal preparation and trying to "eat right." Successful eating on the go involves planning: planning for the situations when you know regular eating is going to be disrupted, when you may have to go through a drive-thru or when you may miss a meal until much later. Here are some suggestions for healthier eating when these situations arise:

- **Keep food / snacks always with you:** Always have bags of ready-to-eat food in the car. Sample items include cereal bars, peanut butter crackers, fig newtons, raisins, healthy chips, peanut butter and protein bars.
- **Make and freeze food ahead of time:** Put food in baggies and freeze so that they are ready to grab and go. Often a small package like this can act as a freezer pack in the cooler and will be thawed by the time it is ready to be eaten.
- **Prepare food as soon as bringing it home from the grocery:** As soon as coming home from the grocery, wash and clean all fruits and vegetables. Also, portion into baggies all snack items.
- **Keep a cooler ready to go in the car:** Have ice packs and food ready to go in the freezer. Grab food and freezer packs for the cooler.
- **Order groceries online so you have healthy food in your home:** Order food for delivery or pick-up to save actual shopping time. Many times, we will eat healthier food, but it is not available.
- **Have a travel bag of snacks:** Suggestions: nuts, seeds, popcorn, fruit (applesauce or cups of fruit), vegetables cut and ready to eat, boiled eggs and lean meat rolled up in lettuce.
- **Store ready-to-grab foods in the door of your refrigerator:** Suggestions include yogurt tubes, string cheese, apples, oranges, grapes, peppers, carrot, hard-boiled eggs.