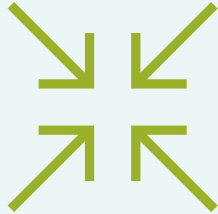


## QUICK TIPS

# intentions for your work

### focus on productivity

We are all busy. But are you being busy just to be busy? Focus on tasks that will help you get closer to achieving your goals.



### prioritize your most important tasks

Daily, write down the 3 biggest things you need to get done. Since we are generally more efficient at the beginning of our work day, use that time to focus on your most important tasks.



### say no

Saying "NO" is a form of self care. It can be hard to say no, but it is an important skill to practice in order to take care of yourself.



### set boundaries

By setting clear and firm boundaries at work gives your coworkers and superiors clear guidelines as to your expectations and theirs.



### rest & recharge

It's so important to take time away from work to rest and recharge. It will reduce work stress and help you come back from a weekend or day off ready to tackle work.



### avoid too much caffeine

Instead of more coffee, try a relaxation technique or step away and going for a walk to regroup and clear your head.



### outsource or delegate tasks

Think about how you can outsource or delegate tasks that don't fill you up or that are not the best use of your time and skills.



### tidy up your work space

Tidy up your workspace each day. That will let you come back to work the following day to a fresh space set up for getting things done.

