

# HOPE HINTS

*And practical tips*

April

- Apr 1:** Personal branding can become a dangerous obsession. Be real. Be careful.
- Apr 2:** The fine art of having the last word is knowing when not to have it.
- Apr 3:** There are seasons in your career, just like life. It's okay to grieve a job change, but don't get stuck in grief.
- Apr 4:** Be responsive, but not too responsive. You can set up unrealistic expectations from others if you are too fast.
- Apr 5:** Start your morning with a healthy snack with protein. Avoid the sugary stuff.
- Apr 6:** Reduce the number of decisions you have to make in a day (i.e. about wardrobe, menus, etc.)
- Apr 7:** Do something rewarding for yourself the last day of your work week.
- Apr 8:** Wipe down your work surfaces with disinfectant regularly.
- Apr 9:** Standardize your "opening" and "closing" procedures for your day, to stay consistently organized.
- Apr 10:** Who can you encourage today with a quick, thoughtful email? Do it.
- Apr 11:** Email is not the enemy. How you manage it might be.
- Apr 12:** Conventional business wisdom isn't always wisdom in all circumstances. Be discerning.
- Apr 13:** Be real. Stay humble. Remain grateful.
- Apr 14:** Thank your support staff on a regular basis, not just on Administrative Professionals Day.
- Apr 15:** Be warm with clients and customers. They feel awkward if you make them feel like they are a bother.
- Apr 16:** There are times when silence is the best option.
- Apr 17:** When you need to clear your head, switch to a mindless task for a few minutes.
- Apr 18:** "How can I help?" is a better thing to say than, "That's not my job."
- Apr 19:** Take a look at your phone and delete an app or two you no longer use.
- Apr 20:** Include a call to action in most emails (asking for a reply or indicating they don't have to.)
- Apr 21:** Self care is a popular concept, but do you spend any time on "soul care?"
- Apr 22:** When setting up a project, break it into small pieces, and be more generous with deadlines than you might initially want to be.
- Apr 23:** Consider using a different email address to subscribe to sales/promotional information.
- Apr 24:** Sometimes the right priorities in business are not what you'd initially think. i.e. your team often should come before yourself, or even your customers, in priority.
- Apr 25:** Have you thanked your customers or clients lately for being your clients and customers?!
- Apr 26:** At your desk, use a dry erase board instead of scrap paper. It will keep it neater.
- Apr 27:** Understand your personality when it comes to tasks. Some need to batch tasks. Some need to spread them out for variety.
- Apr 28:** What do you most enjoy about your job? Write it down and keep the thought nearby.
- Apr 29:** Afternoons can be a great time for meetings. People often need a pick-me-up and group interaction can do that.
- Apr 30:** Track when you have energy spurts throughout the day, and how long you can concentrate. Then plan work accordingly.



Year-round tips are also available for your Google Calendar. Contact us for details at [BethBeutler.com/contact](http://BethBeutler.com/contact)



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