HOPE HINTS

And practical tips

August

Aug 1: It's great to be responsive, but not to the point of being controlled by everyone else's demands.
Aug 2: Use variety packs of tea and coffee to spice up your break room pantry.
Aug 3: Have something you love to do but no time for it? Carve out 10 minutes a day/week to fit it in rather than searching for hours.
Aug 4: Take a break from your regular routine from time to time. Being temporarily out of your comfort zone can help you grow.
Aug 5: Unsubscribe from one email newsletter today, if you are not reading it most times that it arrives.
Aug 6: Routinely take time to reflect and reach out to someone you saw recently, especially if a "thank you" is in order.
Aug 7: Don't schedule a blog post until it is COMPLETELY ready to go. It's easy to forget to add/check items.
Aug 8: If your company uses a general email box (i.e. "info@" make sure someone is assigned to check it regularly.
Aug 9: When you experience trouble with a product and reach out for support, ask questions. Don't make accusatory statements.
Aug 10: Sometimes writing negative things down can help you purge the thoughts from your brain. Use the first letters of each word to write your thoughts so that you won't be triggered later if you re-read them.
Aug 11: Create a graphic or paragraph for birthday greetings to use on social media. Change it out each year.
Aug 12: Frustrated? Get alone and concentrate on your breathing for a few moments.
Aug 13: Stretch out of your comfort zone. Try to process thoughts in a different way than you usually do.
Aug 14: Information and input is great if it helps you do your job better and live a more generous, productive life. Eliminate info that doesn't.

Aug 15: Drink broths and teas as an alternative to coffee from time to time.
Aug 16: In an informal survey about how respondents took a break, not one response (out of over 20) mentioned spending time with people. Interesting.
Aug 17: How can you show some concern and consideration for your coworkers or colleagues today?
Aug 18: Your work and career are transient. Nothing stays the same forever, and that's often a good thing.
Aug 19: Understand that you are not for everyone. There's freedom in acknowledging if you are not a fit for a job or client.
Aug 20: Planning is great. But occasionally, throw planning to the wind and go with the flow.
Aug 21: Bring in a veggie tray for the office instead of a box of donuts.
Aug 22: It's okay to not go at full speed all the time. People around you may want you to slow down!
Aug 23: Create in-box rules to file some of your frequent emails or highlight email from important contacts.
Aug 24: Pay attention to the daily flow of stressors/interruptions. Are there any you can mitigate through a simple change?
Aug 25: Find something to appreciate about even the most annoying person you work with. Celebrate that.
Aug 26: Three minute challenge: clean out your purse or messenger bag.
Aug 27: You can stand on your principles and still be nice--the two aren't mutually exclusive.
Aug 28: Achieve a balance between what's best for clients/customers and what's best for your team.
Aug 29: Be flexible. Sometimes your schedule will go awry. Stop. Breathe. Regroup. It'll all get done.
Aug 30: If you have an important video call coming up, test the service with a friend to make sure you have everything set up correctly.
Aug 31: Consider outsourcing stressful tasks to others. Is it time for a virtual assistant or housekeeper?

Year-round tips are also available for your Google Calendar. Contact us for details at BethBeutler.com/contact