HOPE HINTS *And practical tips*

December

Dec 1: Rotate inspirational items on your desk so that you don't have too much clutter and can enjoy a fresh look at them.
Dec 2: Sometimes you have to be direct. But you can always be kind.
Dec 3: Surround yourself with friends and associates that will encourage your personal and professional growth.
Dec 4: Remove one unnecessary item from your desk today. Just one.
Dec 5: Keep a healthy snack in your bag. You never know when you might be stuck somewhere and need a little nutrition.
Dec 6: Before entering a social media discussion or debate, ask yourself why you are doing it. If only to defend your views, it may be more productive to just avoid it.
Dec 7: Keep social media off of at least one of your devices (i.e. a tablet.) It's too easy to get sucked into it and waste time so set boundaries.
Dec 8: Challenge: come up with a list of five healthy snacks you can have during your workday. Assign a day to each one. Healthy eating takes planning.
Dec 9: Facing a big project? Break it down into small steps that can be done consistently over time
Dec 10: Virtual Assistants can be a great help to entrepreneurs and small businesses who aren't ready to hire a permanent p/t or f/t employee.
Dec 11: Working remotely doesn't mean you avoid a lunch hour or are available all hours of day/night. Would you do that at the office?
Dec 12: Carve out a few minutes (even 15) per day to pursue something creative like coloring, writing, cooking, etc.
Dec 13: Breathe.
Dec 14: One way to make yourself stand out in business: be responsive to most forms of legit communication within 48 (better-24) hours.
Dec 15: Better desk snack: banana with some almond butter
Dec 16: Put an item or two in your office that inspires you.
Dec 17: Use an aggregator like Feedly to collect articles from sources you don't want to miss and put them in one place.
Dec 18: Healthy dips to keep on hand: hummus, guacamole, cottage cheese--these make good desk snacks with vegetables
Dec 19: Pets are great additions to life, but also can be a lot of work and expense. Think through this choice.
Dec 20: Look into microgreens as a healthy boost to lots of foods and snacks.
Dec 21: Avoid making commitments you cannot keep. Think about how realistic your "yes" is.
Dec 22: Once a month, take a lunch hour to yourself to evaluate how your workflow and daily rhythms are going.
Dec 23: Avoid leaving voice mail messages when you are irritated with someone. Your irritation will show--and may last in their memory.
Dec 24: Block "admin time" out on your calendar each week. Those emails and other tasks take time!
Dec 25: Be on time, or no more than 10 minutes early.
Dec 26: With routines, it's important to be firm, yet flexible.
Dec 27: Often it's the littlest things that throw us off, like not keeping our keys in only one or two possible places.
Dec 28: What kind thing did you do for a colleague this week?
Dec 29: Gently train others in how to interact with you. Don't set yourself up for added stress by tolerating unprofessional behavior.
Dec 30: Don't live for the weekends. Embrace each day for its own joys.
Dec 31: The next time something upsets you at work, ask yourself why? What is your biggest fear about that situation?

Year-round tips are also available for your Google Calendar. See www.bethbeutler.com/daily-calendar/

BETHBEUTLER.COM
H.O.P.E.