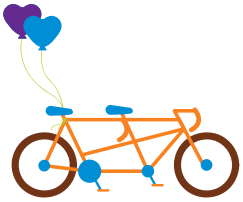
HOPE HINTS *And practical tips* February

Feb 1: Be willing to modify your morning ritual to fit the season of life in which you are living.
Feb 2: What book are you reading this month for your professional development?
Feb 3: If you associate a space (i.e. work space, commute) with a negative emotion, try to replace that negative trigger with something you are grateful for regarding that same space.
Feb 4: There's often so much more to a decision, person or situation than meets the eye.
Feb 5: If you take a day off, use a few hours to intentional recreation, not just laziness.
Feb 6: Is something I am complaining about today something I wanted or requested in the past?
Feb 7: What is one tweak you can make to your morning/evening routine that will reduce stress?
Feb 8: Understand that you are not for everyone. There's freedom in acknowledging you may not be a fit for a job or client.
Feb 9: Don't neglect investing in improving your soft-skills for interacting more effectively with people.
Feb 10: Procrastinating too long on a decision is like leaving a coffee pot on a burner past its time.
Feb 11: You do not have to be all things to all people. But you can still be kind to all.
Feb 12: Being responsive is a wonderful trait. But being too responsive too often can condition others to expect too much from you.

Feb 13: Limit the number of apps/tools you use to manage work. Consolidate to just a few.
Feb 14: "Professional" doesn't mean rigid, flat or boring.
Feb 15: Give yourself a break! Some driven, "successful" people lose their health in their success.
Feb 16: Who are your closest business/career colleagues? Are they positive, growing people?
Feb 17: Take a daily break to just "be." We are so often on the "go." It's not healthy.
Feb 18: 5 Minute challenge: take out ONE file, go through the contents, and re-file only what you need.
Feb 19: Task batching is great, unless it puts you in unreachable mode for an unreasonable amount of time.
Feb 20: If you are going to "disappear" for several hours to focus, be sure your team knows to plan around that.
Feb 21: When stressed, it's easy to become rude, which can result in tension you don't have time for. "Always courteous" helps break that vicious cycle.
Feb 22: Self-discipline is one thing. Being rigid is another.
Feb 23: Plan intentional white space into your calendar.
Feb 24: Everyone is creative, because they are made in the image of a Creator.
Feb 25: It's okay to see things differently than a colleague. Consensus doesn't have to mean full agreement.
Feb 26: Be an inbox hero with emails that are helpful, energizing, responsive and organized.
Feb 27: Encouragement brings energy to someone. Who can you energize today?
Feb 28: A Full-page sticky notes can be a great addition to a book you've borrowed. Take notes as you go, then give the book back unmarked.
Feb 29: Sometimes it's wise to take a leap.



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