

HOPE HINTS

And practical tips

January

- Jan 1:** Be aware of your mental bandwidth and give yourself adequate breaks.
- Jan 2:** Accept that you will have some bad days at work. But they won't all be bad.
- Jan 3:** Carve out blocks of time for work on projects without interruption...like appointments.
- Jan 4:** Be intentional about taking at least one day off a week from your normal routine.
- Jan 5:** You can usually tell when you are getting overloaded. Listen to the warning signs.
- Jan 6:** Some days the best things you can do is step away from the computer.
- Jan 7:** Regularly evaluate your business/career. Are you still fulfilled and fruitful?
- Jan 8:** Always be willing to learn, even from those you don't expect to learn from.
- Jan 9:** From time to time think about if you are truly doing what you love. If not, are there changes you can make?
- Jan 10:** Be willing to admit when you've made a mistake. Own it. Fix it. Move on.
- Jan 11:** Set up your work space to accommodate your natural flow of work.
- Jan 12:** 3 Minute Challenge: remove at least two items from your desk.
- Jan 13:** Invest in your personal/professional development regularly.
- Jan 14:** Pre-plan healthy snacks to have once or twice a day.
- Jan 15:** 3 Minute Challenge: find something nice to compliment in a colleague.
- Jan 16:** Your business or job doesn't define you, but it does reflect you.
- Jan 17:** Sometimes you just have to say "no" and regroup.
- Jan 18:** Take a few minutes to simply breathe and slow down today.
- Jan 19:** Have healthy boundaries with other's demands.
- Jan 20:** Set time limits for tasks if you find your self easily distracted.
- Jan 21:** Replace one snack or beverage today with a healthier choice.
- Jan 22:** 3 minute challenge: clear out as many unnecessary emails as possible in 3 minutes.
- Jan 23:** You will never have a perfect workflow, but can have a productive one.
- Jan 24:** Downtime is important to keep the brain sharp. Learn when to take it.
- Jan 25:** It might be better to focus on positive habits rather than goals.
- Jan 26:** Taking care of yourself will help you take better care of others.
- Jan 27:** A new year isn't the only time to think about changes. So is a new week, day or month.
- Jan 28:** A good reputation is important, but you cannot really control what people think.
- Jan 29:** It's okay to get frustrated with yourself, but use it to improve, not despair.
- Jan 30:** Remember to drink enough fluids today.
- Jan 31:** Start your day with a few minutes of quiet time to breathe.



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

