HOPE HINTS *And practical tips*

July

July 1: Run a computer cleaner today to clear out files that slow down the processor.
July 2: Are you looking for feedback, or approval? Feedback is often more valuable.
July 3: Guarantee at work: You WILL be frustrated at technology at some point. Be prepared to cope. Breathe.
July 4: Ask questions more often than making statements to move a dialog along--and sincerely listen.
July 5: Wish you knew how to do something particular in a document or spreadsheet? Search the Internet for instructions or videos.
July 6: Use email rules to process incoming messages.
July 7: A small dry-erase board is a great tool to keep on your desk, and saves sticky notes.
July 8: Think of a healthy desk snack you can keep on hand. Then stock up or plan to prepare it on weekends.
July 9: Intentional or not, we all have a workflow. Examine what you naturally do and see if you can improve habits.
July 10: Think before posting on social media. What will this post say about your attitude, character and personal brand?
July 11: Fitness is an important part of productivity. Make your fitness plan manageable and unique to you.
July 12: Find ways to motivate yourself to do tedious tasks. (i.e. listen to certain music.)
July 13: Routines are wonderful, if they don't become too rigid. Allow for some flexibility.
July 14: Leave voice mails the same way you would Tweet. Pretend you are limited to one or two sentences.
July 15: Make sure to take at least a 15 minute lunch break away from your desk each day. 30-60 minutes is better.

July 16: Are you paying attention to your soul pace today? How frantic are you inside?
July 17: Instead of murmuring "How hard is this?" about someone you are training, ask yourself, "How was I unclear?"
July 18: If a day goes off the rails, take time to consider where the details started and why.
July 19: Discern when you need a break--maybe even an extended one. Take it!
July 20: Get up and stretch--right now.
July 21: Have a generous spirit. There's plenty of work and opportunity for all of us. Share and open doors for others.
July 22: Sometimes we are in business for more reasons than to make money. Maybe that client needs you in their life.
July 23: Is there a task you've been doing regularly that no longer has a good purpose? Eliminate it.
July 24: Goals are great, but habits determine outcomes.
July 25: It's okay to rework a blog post from the past and republish it.
July 26: What did you miss today because you were in such a rush?
July 27: Give yourself permission to tell someone you will get to that task tomorrow or next week.
July 28: Make it easy for your customers. Provide a page on your website with answers to frequently asked questions.
July 29: Meet with a mentor or wise friend on a regular basis to talk over your career and business journey.
July 30: Don't be afraid to tell clients you won't be available for a certain period, so you can get a project done.
July 31: It's okay to see things differently than a colleague. Consensus doesn't have to mean full agreement.

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