

HOPE HINTS

And practical tips

June

- June 1:** Come up with rewards for yourself for accomplishing certain small things each week. Treat yo'self.
- June 2:** Set your clocks to the correct time Don't play games with setting ahead. Your brain knows you did that
- June 3:** Your day is not always going to go as planned. When it gets off track, find a way to make the best of the rest.
- June 4:** Develop playlists that align with certain activities or tasks, to help you stay in the groove.
- June 5:** Plan ahead for an unusual week. Remove from your lists the tasks you can. Work ahead if possible.
- June 6:** Carve out a 24 hour period each week where you stay out of the mainstream of news/social media.
- June 7:** Accept a compliment graciously as the gift it is. Don't insult the giver by downplaying it.
- June 8:** Be considerate of the plans of others when communicating. If a colleague is busy, can your text wait?
- June 9:** It's okay to have a junk drawer (or more than one.) It just shouldn't be in the main area of your work.
- June 10:** Challenge: clean out your pen/pencil cup today. Remove any writing utensils you don't enjoy using.
- June 11:** Identify the types of things that distract you most and make a plan ahead of time for managing them.
- June 12:** Keep vitamins in logical places to remind you to take them daily,
- June 13:** Being responsive is an awesome trait. But if you are too quick, people will come to expect it always.
- June 14:** The desire for excellence can quickly turn into pride. Be careful.
- June 15:** Some messaging apps allow you to vocally record a short message. This can be a time saver!
- June 16:** Even established routines need to flex sometimes. Own the routine, don't let it own you.
- June 17:** Run a computer cleaning program weekly. This will reduce files that bog things down.
- June 18:** What inspires you? Be sure to keep reminders around you that bring you joy or spur creativity.
- June 19:** You do not have to respond to every text or email immediately. Think timely, not immediate.
- June 20:** We don't have time to BE difficult people. It leads to too much drama.
- June 21:** Brainstorm ahead of time (i.e. on weekends) some healthy snacks you can grab for those hunger moments.
- June 22:** If you own your own business, hold out money for a paid time off fund (prepare for your own sick/vacation time.)
- June 23:** Surprise your team or coworkers with a treat today. If you work alone, treat yourself.
- June 24:** A true professional has discretion. They know when to speak and when to shut up.
- June 25:** Set your prices to reflect your time and expertise. Don't sell yourself short.
- June 26:** Listen to your body and mind's signals that you are overtired or getting too stressed out.
- June 27:** Learn to accept that you are not for everyone. Do your best to get along with others, but understand it would be impossible to be liked by everyone you know.
- June 28:** Establish a morning routine that fits your personality and rhythm, and stay disciplined with it.
- June 29:** Regularly shop at small businesses locally and online. You'll encourage that business owner with your purchase.
- June 30:** Always,always double-check the contents of an attachment before hitting send.



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

