HOPE HINTS *And practical tips*

March

Mar 1: Criticize privately. Praise publicly.
Mar 2: Rotate inspirational items on your desk so that you don't have too much clutter and can enjoy a fresh look at them.
Mar 3: Establish an "opening" and "closing" to your daily routine, even if you work from home.
Mar 4: Humor can make work so much fun. Just be careful with teasing, sarcasm, etc.
Mar 5: The colleague that annoys you may be going through something you aren't aware of.
Mar 6: Treat yourself to paper and writing utensils that feel good to use.
Mar 7: Sometimes you have to be direct. But you can always be considerate.

Mar 8: Surround yourself with friends and associates that will encourage your professional and personal growth.
Mar 9: Rarely, if ever, agree to a commitment right away. Don't keep people waiting long, but they can wait a bit.
Mar 10: Be honest about staying true to current commitments when you are asked to make another one.
Mar 11: Modify your approach based on the person with whom you are interacting...not to manipulate but to respect what works for/with them.
Mar 12: If you blog or write for your business, and feel dry, read. It can stir creative juices.
Mar 13: Think of your plans as if they are frames for a painting. Leave room for creativity and flow within the framework of your day.
Mar 14: A summary motto of yesterday's tip: Freedom within Framework.
Mar 15: If you know you might get stuck in a long conversation, arrange an interruption ahead of time (i.e. a commitment to be somewhere.)
Mar 16: If you use Chrome, edit your bookmark titles so you can fit more on the bookmark bar. (Credit: Lifehacker)
Mar 17: More often than not, add a line of warmth to your emails (i.e. an appropriate personal note.)
Mar 18: Watch your wording. If a team member makes a mistake, use "we" instead of throwing them under the bus to clients/customers.
Mar 19: 5 Minute Challenge: empty your pen cup and replace only with implements you enjoy using.
Mar 20: Find a reasonable balance between batching work and being responsive to needs as they come in.
Mar 21: Your schedule and calendar reveal what is important to you.
Mar 22: Your brain needs downtime to sort through all the details. Give it downtime regularly.
Mar 23: It's okay to say "no" today to something that may stress you out.
Mar 24: Do your work well and let it speak for itself. That's some of the best advertising.
Mar 25: Add digital cleanup to your regular tasks, to keep email and other files from bloating.
Mar 26: Sort your email by "from" for a quick way to scan and edit your in-box.
Mar 27: Choose to let some irritations/offense from co-workers go. No one is perfectly kind.
Mar 28: Be willing to adjust your routines a bit...allow space for interruptions or changes in energy.
Mar 29: Give away books that you no longer reference. Let them be an encouragement to someone else.
Mar 30: Look ahead, but stay present.
Mar 31: In the body of your task reminders, add links to the resources you'll need to complete those tasks.

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