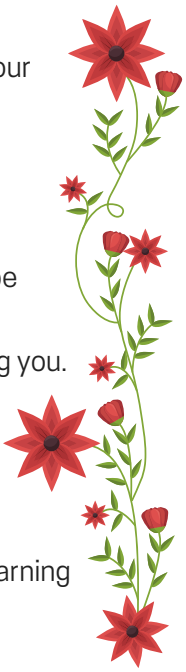
HOPE HINTS *And practical tips*

May

May 1: It's okay to seek input and opinions, but you don't have to please everyone.
May 2: Forget In-box zero. Be an inbox hero with Helpful, Encouraging, Responsive & Organized email habits.
May 3: Keep a document accessible on all devices for collecting ideas.
May 4: What healthy snack do you have at your desk right now, so you aren't tempted by less healthy food?
May 5: If you have a job today, be grateful for a source of income. Many don't have that.
May 6: Create a separate Google calendar to contain recurring inspirational thoughts or prayer/thinking prompters.
May 7: Develop a set of core values for yourself as a professional, implemented no matter where your career takes you.
May 8: If you can't get to in-box zero try for no more than 20 emails (or one screen length) ever being in there at one time.
May 9: If you are willing to spend day on coffee and snacks, but not ever on professional development, rethink your priorities.
May 10: Virtual teams can have fun too. Run occasional contests with a gift card prize.
May 11: Ask questions to move a dialog along--and sincerely listen.
May 12: What tweaks could you make to your morning ritual to get your day off to a better start?
May 13: Learn to accept that you are not for everyone. Do your best to get along with others, but know it can't be 100%.
May 14: If you find yourself getting agitated with your team, step back and think about what is REALLY bothering you.
May 15: Move the email icon on your phone to a page other than the home page to keep yourself from getting distracted.
May 16: Reduce the amount of decisions you have to make each week by establishing required tasks or appointments for yourself that repeat.
May 17: Working efficiently is not a "one and done" deal. You'll constantly be polishing your approaches. Keep learning and growing.
May 18: Excellence is not perfection.
May 19: One day a week, reflect on the past week and look ahead. What went well? What can you tweak?
May 20: In what ways do you sabotage yourself? Worth stopping to think about.
May 21: Simplify business fashion. Find a style that works for you, and accessorize up or down to meet the mood.
May 22: Did you carve out time for your most important priority this week?
May 23: From time to time, evaluate your reading diet. Eliminate what you can't keep up with.
May 24: Check the length of your voice mail greeting. Can you shorten it?
May 25: The most important meeting of the day is the one you have with yourself. Take a few minutes daily to plan and think things through.
May 26: Make a folder of apps to start your morning with--things that will inspire and encourage.
May 27: Did you drink enough water so far today?
May 28: Understand the difference between competency and expertise. It's okay not to be an expert at everything.
May 29: Change up your routine a bit once a week to keep yourself from becoming too rigid.
May 30: Sometimes you need to forgive a colleague who may not even know they have hurt you or caused you stress. Unburden yourself.
May 31: Social media, when controlled, can be a great way to maintain a friendly, warm network to build the "know/like/trust" factor.



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