HOPE HINTS *And practical tips* November

Nov 1: Are you more motivated by love, or numbers?
Nov 2: Better desk snack: fig bar with nut butter spread on it
Nov 3: Limit your exposure to the news. Pick one or two sources, or read through headlines quickly, then move on to do good work in your day. Too much news can distract and disturb.
Nov 4: It may be better to set a weekly goal than a daily one. Some days go off track, but time and effort can be accelerated other days (i.e. in exercise.)
Nov 5: If you'd enjoy a scenic view while you work, search "scenery" under Amazon video. Many are free to stream for Prime members
Nov 6: Clean out a desk drawer by dumping all contents into a basket. Then, just put back what you'll actually need to have handy. Store the rest in a box elsewhere or discard what you know you'll never use.
Nov 7: Have a big project? Commit to doing a tiny part each day. You'll be surprised at how much you get done consistently touching it each day.
Nov 8: Getting a cup of coffee may not be the best "first thing" to do. Get something done quickly, then reward yourself with it.
Nov 9: If you are going to work at a coffee shop, plan your time ahead of time. Have a goal for a specfic task to finish.
Nov 10: Challenge: Find 5 things to remove from your desk/work space.
Nov 11: If you have a "contact us" page on your website, make sure you quickly follow up with the emails you receive from there.
Nov 12: National and local events can be a distraction. If you are fed up, step away and focus on your work more deeply. Make a difference where you are.
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Nov 14: 3 Minute Challenge: Remove 1-3 unneeded or outdated electronic files from your documents folder.
Nov 15: Allow at least one of your office supplies to be fun/funky to brighten your atmosphere.
Nov 16: Carve out time for non-work activities. Be disciplined about not letting work (i.e. email) invade those times.
Nov 17: Managing your energy is nearly as important as managing your time.
Nov 18: Be quick to apologize--if it's truly necessary to do so.
Nov 19: Always re-read an email or social media update before sending/posting.
Nov 20: What part of your job are you thankful for today?
Nov 21: For some, tools such as a fitness tracker can help with goals. Decide what works for you.
Nov 22: Be careful not to judge someone (you know or a public figure) based on a brief moment caught by a camera. Would you want others to judge you by a sound bite?
Nov 23: A full in-box could be a sign of a vital, thriving business. Be grateful. (Or unsubscribe from junk.)
Nov 24: Sometimes intentionally delaying an answer forces the individual to find the answer on their own.
Nov 25: Use the 80/20 rule for workplace snacks/meals--80% of the time, healthy stuff. 20%--treats or splurges.
Nov 26: Listen to your body. If you are feeling under the weather, be gentle with yourself. Take sick time if you need to.
Nov 27: You don't have to make some decisions right away. Good coffee needs time to perk. So do you.
Nov 28: Encourage your team to read an entire email by adding something fun at the end (i.e. a note about a treat in the breakroom.)
Nov 29: Send an encouraging text to a co-worker today.
Nov 30: Take a daily break to just "be." We are so often on the "go" ...and it's not healthy.

Year-round tips are also available for your Google Calendar. See www.bethbeutler.com/daily-calendar/

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