HOPE HINTS *And practical tips*

October

Oct 1: An app like Feedly can help you collect content from various sources into one "newspaper" for yourself.
Oct 2: If you have trouble sticking to personal growth commitments, ask a couple of colleagues to be in an accountability group.
Oct 3: Challenge: remove three things from your desk today that you no longer need.
Oct 4: To better overcome obstacles to your productivity, expect and prepare for them.
Oct 5: Deal with a common interruption? What change can you make to detour around it?
Oct 6: When forwarding an email to someone else, be sure to delete out parts of conversation that are sensitive or don't apply.
Oct 7: Change out your lock screen/home page each week on your phone. Choose inspiring verses/quotations, or a special photo.
Oct 8: Make time for important things. If you want to write, do so early in the day, even 10 minutes a day, to make sure you do it.
Oct 9: Forget what you gave. Be thankful for what you receive. Living quid pro quo can be exhausting.
Oct 10: It doesn't have to be perfect to be meaningful.
Oct 11: Don't say, "It's very easy" when giving instructions to someone who has asked for help. If it was, they wouldn't have asked. You risk making them feel foolish for asking. Instead say, "Happy to help!"
Oct 12: Don't live your days through a phone camera filter. Embrace your moments. Snap a photo if you must, but wait to share it later.
Oct 13: What can you give 15 minutes to per day that would move the needle on a project or purpose?
Oct 14: Healthier desk snack idea: Greek yogurt, fruit, nut parfait
Oct 15: Need to write and dry on ideas? Make yourself write something 10 minutes a day to get the juices flowing.
Oct 16: Use a timer to keep your head in the game on an important task or project.
Oct 17: Take advantage of online grocery shopping to save effort & possibly money!
Oct 18: Do the important stuff first thing. The day may get away from you.
Oct 19: Answer any call with enthusiasm and professionalism.
Oct 20: A timer can help you stay on task during meetings. Plan a hard stop.
Oct 21: It often "comes naturally" after lots of practice and time invested.

Oct 22: Sometimes less is more with social media posting. Determine a rhythm your niche audience is responsive to.
Oct 23: Multi-tasking isn't all bad, as long as the tasks complement, not compete,
Oct 24: Before sending, double check the attachment on an email to ensure it is the correct content.
Oct 25: Give all clients excellent service even if they aren't your biggest client.
Oct 26: If you need to say no, be convinced enough in your mind not to have to rationalize it to others.
Oct 27: Your morning meeting with yourself helps you focus on the important over the urgent. Make it a priority.
Oct 28: Plan breaks ahead of time. It gives you something to look forward to throughout the day.
Oct 29: Want to track your reading progress? Use a site like Goodreads.
Oct 30: When considering a new client, think of what's best for them. That may or may not be you or your company.
Oct 31: Once a month, take a lunch hour to yourself to evaluate how your workflow and daily rhythms are going.

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

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