HOPE HINTS *And practical tips*

September

Sep 1: An off track day can still end in a satisfying way if you make sure to give time to your most important habits.
Sep 2: When writing an email to a group, use BCC to avoid the possibility of replies to all cluttering everyone's in box.
Sep 3: Sometimes the best advice to ourselves is: Grow Up
Sep 4: If writing is important to you carve out 10-15 minutes a day to work on it. Consistency over time will pay off!
Sep 5: Treat yourself to the occasional "for fun" office supply--just because you like it or it will brighten your workspace.
Sep 6: Learn to say "no" even, to yourself. That candy bar provide a bit of energy, but the crash/ calories later won't be worth it.
Sep 7: Let go of an expectation of a colleague today for no other reason than freedom for yourself.
Sep 8: Understand that your routine is not going to be exact every week. Give yourself grace on some of the to-dos.
Sep 9: Sometimes, community, national or world events can disrupt your soul and energy. Take time to re-calibrate then get back to doing good work.
Sep 10: Sometimes it's beneficial to get out of your own self's way. You don't have to have everything your way to be effective.
Sep 11: Figure out what your time is worth per hour. Then consider outsourcing some tasks to someone who would charge less than that.
Sep 12: Interval timer apps can help you stay on track with a series of timed segments you can apply to a project for ongoing progress.

Sep 13: Give yourself time to adapt to new technology. Learn one thing a day about your new phone/laptop and treat it like a new relationship.
Sep 14: What if it's not about building a big platform, but a solid one?
Sep 15: Getting a cup of coffee may not be the best "first thing" to do. Get something done quickly, then reward yourself with it.
Sep 16: Get to know keyboard shortcuts for programs you use often.
Sep 17: From time to time, take inventory of your smart phone. Remove apps you no longer use. Organize apps to match your needs
Sep 18: Simplify progressively. A few minutes here and there gives you opportunity to remove apps, check one file, edit web bookmarks or remove an unused item from a desk drawer.
Sep 19: The mind can associate one activity with another. Use this to your advantage. Let your morning coffee signal that it's time for a certain project, for example.
Sep 20: Want to read more? Make a simple goal, such as finishing one book a month. Keep the goal realistic and manageable
Sep 21: If you'd enjoy a scenic view while you work, search "scenery" under Amazon video. Many are free to stream for Prime members
Sep 22: Before entering a social media discussion or debate, ask yourself why you are doing it. If only to defend your views, it may be more productive to just avoid it.
Sep 23: How many extra pencils and pens do you have in that cup? Clean out any you don't love to use.
Sep 24: True graciousness is the ability to tell someone to "take a hike" and they'd thank you for it.
Sep 25: If you run your own business, treat it like one. Pay yourself systematically. Hold out money for taxes, PTO, and overhead.
Sep 26: Pay attention to your natural rhythms and align routines with them to harness energy and productivity.
Sep 27: Close one or two tabs on your computer each time you open a new one.
Sep 28: Procedures and systems are great tools. But not to the neglect of your team, clients & customers
Sep 29: When you shop for office needs online, jot down know how much you are spending before you hit "pay" instead of being surprised at the checkout.
Sep 30: Use an aggregator like Feedly to collect articles from sources you don't want to miss.

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