

Health & Wellness Tip of the Week

Week 36
September 4, 2017

September is all about Stress Management

It is the perfect time to remind everyone about the importance of managing your stress and keeping it under control.

STAYING HAPPY & HEALTHY AT WORK



A One-Month Challenge to be Happier and Healthier at Work

You spend the majority of your waking hours at work. Make sure your time there is as positive as it can be. If you're looking for ways to improve your attitude and productivity, here are a few to try. Give each idea a week to see if it sticks and becomes part of your routine.

Sept 1 – Sept 7 **Switch up your schedule.** If you check your e-mail when you arrive at work, do something else. Rearrange your office. Make calls first instead of e-mailing.

Sept 8 – Sept 14 **Stop procrastinating for five minutes.** Spend five minutes working on a task you've been putting off. Once started, you might find it's not that bad. Even if it is, it will be easier to complete if you chip away at it for five minutes a day.

Sept 15 – Sept 21 **Slow down to speed up.** Consciously slow down, take time to think through things, finish one task completely before going to the next, and ignore incoming calls and emails temporarily if you're in the middle of something. You may find your productivity increases.

Sept 22 – Sept 3 **Weightlift for your soul.** Force yourself to restate negative thoughts in positive ways. "This is too hard" becomes "I have all it takes to make it through." Or, "This is a waste of time" becomes "What can I learn right now?"

Sources: Brant Secunda and Mark Allen, authors of Fit Soul, Fit Body: 9 Keys to a Healthier, Happier You

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