

Your Best Day Every Day BLUEPRINT:

Strategies for Successful Stress-free Days

In the **MORNING**

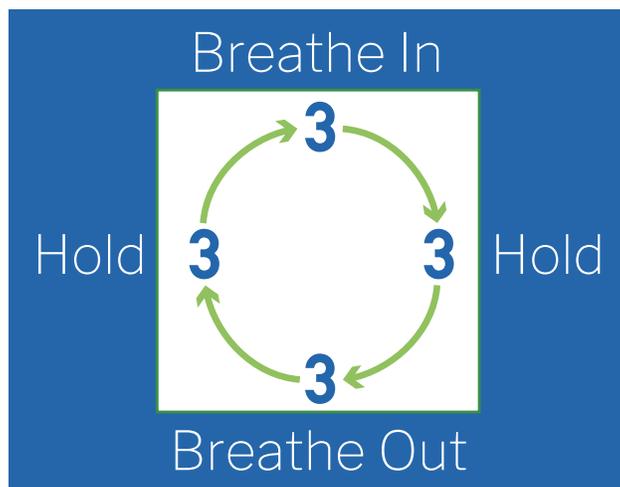
- Meditate for 5-10 minutes.
- Do a power pose for 2 minutes.
- Think of three things you're grateful for.
- Tell one person what you appreciate about them.
- Move your body for at least 5-10 minutes – walk, dance, skip, run.
- Identify your top three priorities for the day.
- Spend 15-60 minutes working on your top priorities before you deal with your email.



During the **DAY**

When we make time to take care of ourselves, connect with others and take breaks, we experience a 23 % reduction in stress and a 31 % increase in productivity.¹

- Schedule a break into your calendar every 90 minutes. Our energy rhythm cycles every ninety minutes so people who take a break every ninety minutes are the most productive.²
- A break must recharge your energy. Good options include:
 - Go for a walk.
 - Catch up with a co-worker or call a friend (but don't talk about work).
 - Eat an apple (apples have the same energizing effect as caffeine).
- Do a Pomodoro sprint: set a timer for 25 minutes, close your door, and get to work. Take a 5-minute break, then go again.
- Turn your phone and email notifications off while working. This will save you up to 3 hrs per day.³
- Spend a few minutes box breathing every hour. Breathe in for a count of 3, hold your breath for a count of 3, breathe out for a count of 3 and hold your breath for a count of 3.



1. Shawn Achor, *The Happiness Advantage*

2. Tony Schwartz, *The Way We're Working Isn't Working*

3. 2019 Screentime stats report

During the **DAY** continued...

- Remember that another person's behaviour is about them, not about you.
- Focus on the only thing you can control: your behaviour and your responses.
- Approach people with curiosity rather than judgment.
- Go for a walk. Take a break or schedule a walking meeting.
- Offer specific positive feedback to a co-worker, friend or family member.

END of the day

When we can disconnect and recharge at the end of the day, we set ourselves up to have another amazing day tomorrow.

- Leave work at work. Do not check work emails. If you're working from home, go for a walk to transition from work mode to home mode.
- Be fully present with your favourite people.
- Do one activity that you love for at least fifteen minutes.
- Identify three good things that have happened today. This trains your brain to look for what's working well, leads to more happiness and less depression.⁴
- Think about what you accomplished today. Plan a reward to celebrate your wins. Celebrating small wins sets us up for more wins.⁵
- Review tomorrow's schedule and identify clear objectives and priorities for your day.
- Exercise. People who exercise eat better, are more productive at work, are more patient and less stressed.⁶
- Put your phone away 1-2 hours before you go to bed.
- Get a good sleep and return recharged.

1. Shawn Achor, *The Happiness Advantage*

2. Duhigg, *Smarter Faster Better*, p. 112.

3. Duhigg, *The Power of Habit*, p. 108-109.

Feeling stressed out? Overwhelmed? Want to be more productive? Grab your copy of Stephanie's international best-selling book on Amazon now.



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