

# Top Tips For **Increasing** **Productivity**, **Agility** and **Reducing** **STRESS**



# Life is full of .....

**Life is full of 'have to's' and 'need to's'.**



**Who creates this thinking?? YOU do!!**



**If we want to be more productive to attend to these self inflicted demands it all starts with**

**YOU.**

# Know .....

- 1. **Know what is TRULY important to you.** Do a values assessment. This will help you understand why some things cause you additional stress and also help with your decision making.
- 2. **Know where you are going.** It is too easy to get caught up in whether you are making the 'right' decision. Make a decision!



- 3. **Make sure you use a level of logic when making decisions.** Decisions based purely on emotion can be the ones you regret later!
- 4. **Create both long and short term goals.** When you achieve your short term goal, STOP and take a moment to **recognize** yourself (this helps with your brain wiring in a good way).



# Start your day .....

- 5. **Start your day with your most important** (and difficult task). We have finite will power so as the day goes on your staying power could leave.
- 6. **Save your low energy tasks for your low energy times of the day** - such as checking email, voicemail etc. For example before you go to lunch.
- 7. **Minimize distractions** - noise, interruptions, needless social media checking. Use white noise, log out of apps, close your door.



- 8. **Don't stay seated for long periods.** Make sure you get up and at least move your major muscle groups, ideally every 20 minutes - even if it is squatting at your chair. Use a fit ball to sit on for periods of time and have an ergonomic chair. Plank for core body strength.

# Move every day and throughout the day.....

- 9. **Move your muscles.**

When they remain tense you are signalling your body to feel stress. Stretch, take time to exercise, have a warm bath, get massages and practice yoga.

- 10. **Do cross lateral exercises to promote use of both sides of your brain.**

- 11. **Know how you handle stress,** and the impact it has on you - be body aware! Stress for many people increases your risk for error, limits higher level thinking, impacts learning and memory.



- 12. **Exercise regularly** to break down stress hormones in your body, improve your immune system, blood flow to your brain, confidence and wellbeing. Use an activity tracker - phone or wearable to monitor yourself - measurement helps you improve!
- 13. **Create a brain friendly environment.** Clear work space, good lighting, fresh air, plants and aromatics can **all help.**