



"My key to dealing with stress is simple: just stay cool and stay focused." -Ashton Eaton



Plan your day ahead



Privilla Bilavendran

When everybody else is sleeping, you work. The excellent book 5 AM Club by Robin Sharma may offer more explanations of the benefits of an early morning routine.

Block your calendar for "After office hours" **

Attend only mandatory meetings, and encourage your team to do the same. Even if you work from home, try to stick to a regular office schedule if you can.







Automate whatever, wherever, and whenever possible

Attempt to automate and standardize any repetitive project or team management tasks. By automating daily tasks and setting reminders, you can educate your brain to focus on the necessary.

Eat healthy and Get enough sleep

Ah, I know that sounds simple. However, I believe we can establish this habit by avoiding a few bad items.





Pick a hobby

Learning to sew, pick up a new greeting word, practicing a new card or board game, preparing food, starting a blog, creating videos, and learning to meditate and practice yoga are all important for calming our senses.



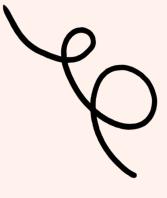
Read, Read a * lot!!

When we were children, we read a lot of morality-based novels. You are the result of those values and convictions. Pick some suggested readings and attempt to peruse them. They are beneficial on both a personal and professional level.



*appreciation/Self Care

We all need to practice self-care the most. Have weekly "me" time scheduled. Self-care isn't selfish.



Practice Gratitude



You will not grasp the breadth of your gifts until you start counting your blessings.



Talk to a friend/mentor

Yes, express yourself clearly and passionately. Engage in genuine conversation and ask for assistance when necessary.

Workout/Exercise

Exercise causes our bodies to release happy hormones. So go for a jog or a walk. Just move, whatever it is.



Idle Time!!



Doesn't that sound intriguing? Yes, clear your thoughts and spend some time not thinking about anything. This isn't about falling asleep. You must be awake and should not be doing anything productive.

Laugh out Loud!!

You deserve all the happiness this world can muster ♥





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