



Take Care of Your Body

- ▶ Do moderate daily exercise
- ▶ Get up and move once an hour throughout the day
- ▶ Eat a well-balanced diet
- ▶ Limit sugar and caffeine
- ▶ Avoid tobacco, alcohol and drugs
- ▶ Get at least seven hours of sleep per night



Take Care of Your Mind

- ▶ Practice deep breathing
- ▶ Write down a daily positive affirmation and read it at least twice a day
- ▶ Make time for relaxation, such as listening to music, meditation or guided imagery, yoga or reading



Add Joy to Your Life

- ▶ Surround yourself with positive people
- ▶ Keep a realistic and optimistic attitude
- ▶ Take time each day to do something you enjoy
- ▶ Remember to have fun!



Take Care of Your Work

- ▶ At the start of each day, make a list of things to do and then prioritize them
- ▶ Break tasks into small, manageable steps
- ▶ Delegate
- ▶ Develop good time management skills
- ▶ Communicate effectively
- ▶ Learn to be assertive
- ▶ Don't overcommit
- ▶ Take responsibility