Be healthy and productive at work

You might start the day aiming to do as much as possible, but everyone gets sidetracked from time to time. Try these tips to stay healthy and productive throughout the day.

Learn to say no

You might think by saying yes that you're building a reputation as a can-do person, but you could be over-committing and increasing your stress levels. You don't have to feel guilty about delegating work to your team members that have the extra capacity because you're simply honouring your existing ones and allowing yourself the opportunity to successfully complete them.

Get a good night's sleep

Quality sleep is essential for a healthy life and inadequate sleep can make you less productive at work. Your energy, alertness, performance, thinking, productivity, and creativity is affected by the amount of sleep you get, therefore getting enough sleep is a necessity.

Exercise

Regular exercise increases your overall energy levels, which makes you feel more awake in general. At work, it enables you to be more productive. Exercise increases blood flow to your brain and can lead to sharpened senses, allowing you to take on one project after the other.

Refocus your day

If you find that halfway through the day you have fallen behind on what you set out to do, take time after lunch to refocus. Sit alone, away from your computer, for 10-15 minutes to assess your day. If you are behind schedule, this is where you can identify what derailed your progress and what you can do to get back on track.

Step outside

You can spend large parts of your day either in your office or attending meetings, therefore stepping out of your office to spend a few minutes in the sunlight can go a long way to keeping you productive. A 10 minute stroll outside will clear your head and brighten your outlook.

Incorporating a few simple tips into your daily work routine can help you stay focused and productive all day long – enabling you to achieve maximum output.

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