



Work Efficiently

- Mental and physical exhaustion can cause increased errors and interfere with the ability to perform a quality job.
- Work smarter, not harder. Be intentional with your time and energy.
- Understand busyness does not equal efficiency.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1 Delegate at least one to-do item daily	2	3 With a tight core, do 3 sets of 50 leg flutters under your desk/table	4
5	6 Schedule a "refuel" break on your daily calendar	7	8 Let go of perfection. Stop fearing failure and focus on progress.	9	10 Hold on to your desk. Raise your heels off the floor and slowly lower. Repeat.	11
12	13 Set reasonable goals with deadlines	14	15 Avoid multitasking. It's not more efficient. That's a myth.	16	17 Give yourself plenty of time in the a.m. to avoid rushing	18
19	20 Utilize your more alert times of day for more focused tasks	21	22 Sit up straight; elongate your spine; take a deep breath.	23	24 Make more time for creativity. Be intentional.	25
26	27 Establish a routine that makes you feel happy, healthy and clear-minded	28	29 Make a weekly menu and shop accordingly.	30	1	2

EATWell

Plan and prep meals to save time and money.



MOVEWell

Perform two to three 10-minute bursts of physical activity daily to release tension.



LIVEWell

Make and prioritize a to-do list each day.

