

Productive to the Max

Productivity

Performance

Profitability

I am so pooped!

MaxTips! April 2008

My partner always tells me that my tombstone will read "***I told you I was tired!***"

I consider myself a pretty energetic person, but I have learned that there are certain habits that will help me retain my level of activity.

- Know your circadian rhythm. I know that I am a morning person so I schedule activities that require creativity, concentration, motivation and lack of procrastination early.
- Eat- and do it properly. Eat within 20 minutes of getting up and replenish regularly during the day-every 3-4 hours with good, wholesome foods. This is not rocket science but we neglect our health by stuffing ourselves with junk and refined carbs that cause dips in sugar levels. Remember to eat lunch and NOT at your desk.
- Learn what can motivate you to reenergize. Exercise? Music? Reading? A hot bath? A brisk walk? Have some of those stress toys nearby so you can squeeze, throw or stomp when you feel down.
- Recognize your triggers and avoid them or switch activities. If you find yourself lagging during the day because you have had your head deep in a project or your insensitive manager has torn a strip off of you once again, breath and switch tasks.
- Enjoy life, love and laugh. Look at life through the eyes of a child and do something silly just for you! You deserve it!