

MaxTips!

Productive to the Max

Productivity

Performance

Profitability

Take Time to Smell the Roses

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It is important to take time for yourself. We all must re-energize in order to fulfill all the obligations of life. Remember to create down time by turning off your cell phone, beeper and e-mail. Resign, say no, get rid of any organizations, commitments or people that are preventing you from enjoying your existence. Find an object that will remind you to relax, stretch, take a break, eat lunch or laugh. It can be a picture, a post-it note or a favorite item. Try meditation, exercise or yoga to relax and get yourself in the moment. Enjoy non-material pursuits such as sports, culture, hobbies alone or with others. Take care of yourself by eating properly and addressing medical concerns.

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