



52 TIPS

TO FINALLY ACHIEVE A
CALM, HEALTHY, PRODUCTIVE
WORDWEEK & LIFE!

ELLENG COACHING

PERSONAL HEALTH LEADS TO BUSINESS WEALTH



52 Tips to a Calm, Healthy, Productive

Workweek & Life

Can you imagine waking in the morning feeling well rested and looking forward to the day ahead with enthusiasm? Going through your day with a plan, energized and having fun no matter what's on your calendar? Doing work that you find mentally challenging and stimulating? How nice would it be to spend part of that day with colleagues, business associates, clients, friends and family who you enjoy being with and fill you with joy? Would you like a small part of the day devoted to taking care of yourself, doing activities you love and that are meaningful to you? How great might it feel to get into bed at the end of the day with a sense of accomplishment and contentment, ready for a good night's sleep?

If you answer, "Yes, I want that, I can imagine that, and I deserve that!" you are ready to live a life where you thrive, not merely survive! And I want to help. Because I know it is possible to have a career and a life that are both personally and professionally fulfilling. You just have to plan for it and intentionally create it. That's what 52 Tips to a Calm, Healthy, Productive Workweek & Life is all about.

Too often, our daily habits are sabotaging our efforts to achieve the life we're wishing for. And we don't even know it! We work really hard, try our very best

to manage our time, strive to be great at our jobs and our personal responsibilities, but end up coming up short. We're exhausted, overwhelmed, stressed-out, burnt-out, out of shape, over-weight, and not having much fun! It doesn't have to be that way!

By making a firm decision to be proactive, rather than reactive to your days, you can begin to tap into an energy source within you. It's there, but just been dormant for too long. It may sound crazy, but I believe the quickest road to business wealth is through exceptional health. And when your business and career are going well, it is so much easier to enjoy your personal life as well. After all, are you working to live, or living to work? You get to decide.

In this report are 52 ways I believe you can achieve the life you so richly deserve. Begin by looking through the different sections. Check off the habits that you already do consistently. Congratulate yourself on the many small things you do on a daily basis that contribute to your health, happiness and productivity. Now highlight those that you don't practice consistently, or hadn't even thought about. Make a decision on which section you find the most challenging, or where you feel you would be most comfortable and willing to work. Then pick one tip per week from that section, and commit to practicing it everyday until it feels like a habit. Once it does, choose the next and repeat. Within a couple of weeks, you should

feel quite a difference in how your energy levels are soaring. Then go on to choose the next section that requires your attention.

Now, you may choose to skip around to different sections and tips, and that's fine. But it has been my experience from talking with my clients, that working through one section at a time, perfecting it before moving on to the next, has the greatest impact on how quickly you will notice increased energy and well-being. But you are a unique individual, with a unique lifestyle, so you figure out what's best for you.

Most importantly, enjoy this process. Make a commitment today to take one small step at a time, and know that it will lead to huge, positive changes in the long run. Remember, in order for your business and career to be successful, you must take care of its most important asset. And that's YOU! Here's to your success, health, and happiness.



NUTRITION

1. Eat breakfast within one hour of awakening everyday.
2. Never go more than four hours maximum without a small meal or snack.
Eat often and eat light.
3. Keep healthy, non-perishable snacks in your office drawer, bag or briefcase, and car.
4. Include a combination of complex carbohydrates (whole grains, vegetables, fruits), lean protein (meat, poultry, fish, beans, tofu) and a small amount of healthy fat (olive oil, nuts, avocado) at every meal and snack.
5. Keep a water bottle on your desk, in your car, and in your bag or briefcase, and sip frequently.
6. Avoid high sugar content snacks or drinks. Although you'll get an immediate lift, you'll crash shortly after.



EXERCISE AND MOVEMENT

7. Commit to a weekly exercise program that includes cardiovascular activities (walking, running, biking, swimming, etc.) with a minimum of two days a week of strength training.
8. Never sit at your desk for more than 90-120 minutes without taking a movement break.
9. Walk to a restroom on a different floor.
10. Walk around or stand while talking on the phone.
11. Use movement rather than technology when possible. Walk to the other offices in your building to exchange information rather than faxing, phoning, emailing or texting.



12. Take a five-minute stretch break after long periods of sitting at your desk or driving in your car.
13. Weather permitting; take a few five-minute outdoor breaks away from your desk. The fresh air will help refocus and revitalize you.

REST, RELAXATION AND SLEEP

14. Commit to no less than 6 hours and preferable 8 hours of sleep every night.

15. Shut off all technology *at least* one hour before bedtime. (Computers, TV, cell phones, and PDAs)

16. Create a relaxing bedtime ritual that you find calming and enjoyable.

17. Keep a pad and pen by your bedside.

When you are being kept awake by nagging thoughts of all the things you forgot to do that day, or what must get done the next day, write them down.



18. If late afternoon exhaustion is keeping you from functioning at your peak, take a 20-minute power nap. Set an alarm. Sleeping much more will cause grogginess when you get up, and could interfere with quality of nighttime sleep.

STRESS MANAGEMENT

19. When you feel yourself tensing up, or reacting emotionally to a situation, take a few deep, long breaths to calm yourself down.



20. Identify the source of your stress and fix what you can; accept what you have no control over.

21. Stop multi-tasking when working on important projects. Stick to one thing until completion.

22. Learn and use the skills of time management and practice them until they feel automatic.

23. Hire a professional organizer if clutter and managing your time are the cause of your stress.

24. Build in the time to practice stress management techniques on a weekly basis. Try meditation, yoga, journaling, listening to music you love, massage therapy and spending time in nature.



25. Commit to a personal “check out” time everyday. Do whatever you love to do that calms and refreshes you.

DAILY WORK HABITS

26. Request from your employer, or if you’re self-employed invest in, an ergonomically correct work chair.

27. Sit tall, with both feet firmly on the ground rather than crossed, and don’t slouch.

28. Purchase a good hands-free headset or speakerphone.

29. If you primarily use a laptop, buy a stand to put it on so that you are eye level with the monitor.

30. Set the alarm on your computer to remind you to take a break every 90-120 minutes, and for lunch and snack breaks.

31. Commit to a daily lunch break, even if it’s only 15 minutes.

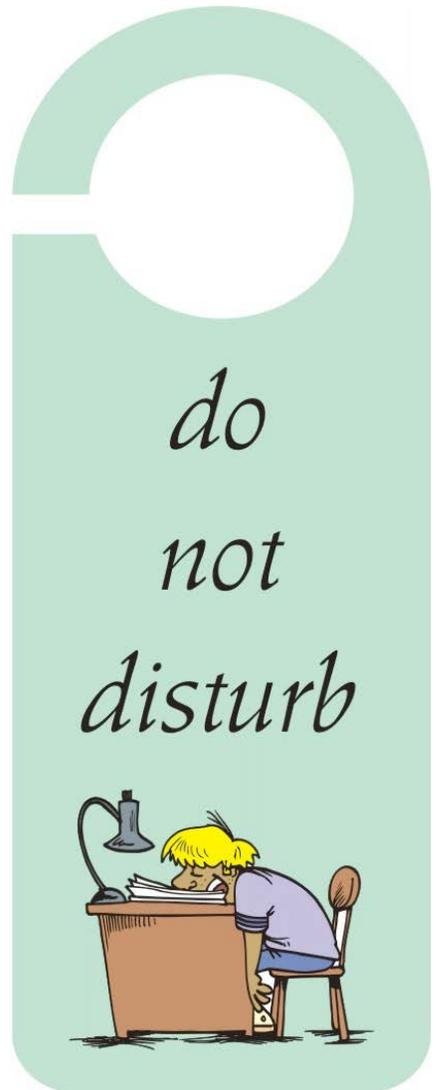
32. Take a walk outside if possible after lunch, or in the late afternoon.

33. Keep your desk clutter free. Assign a time daily to clean up.

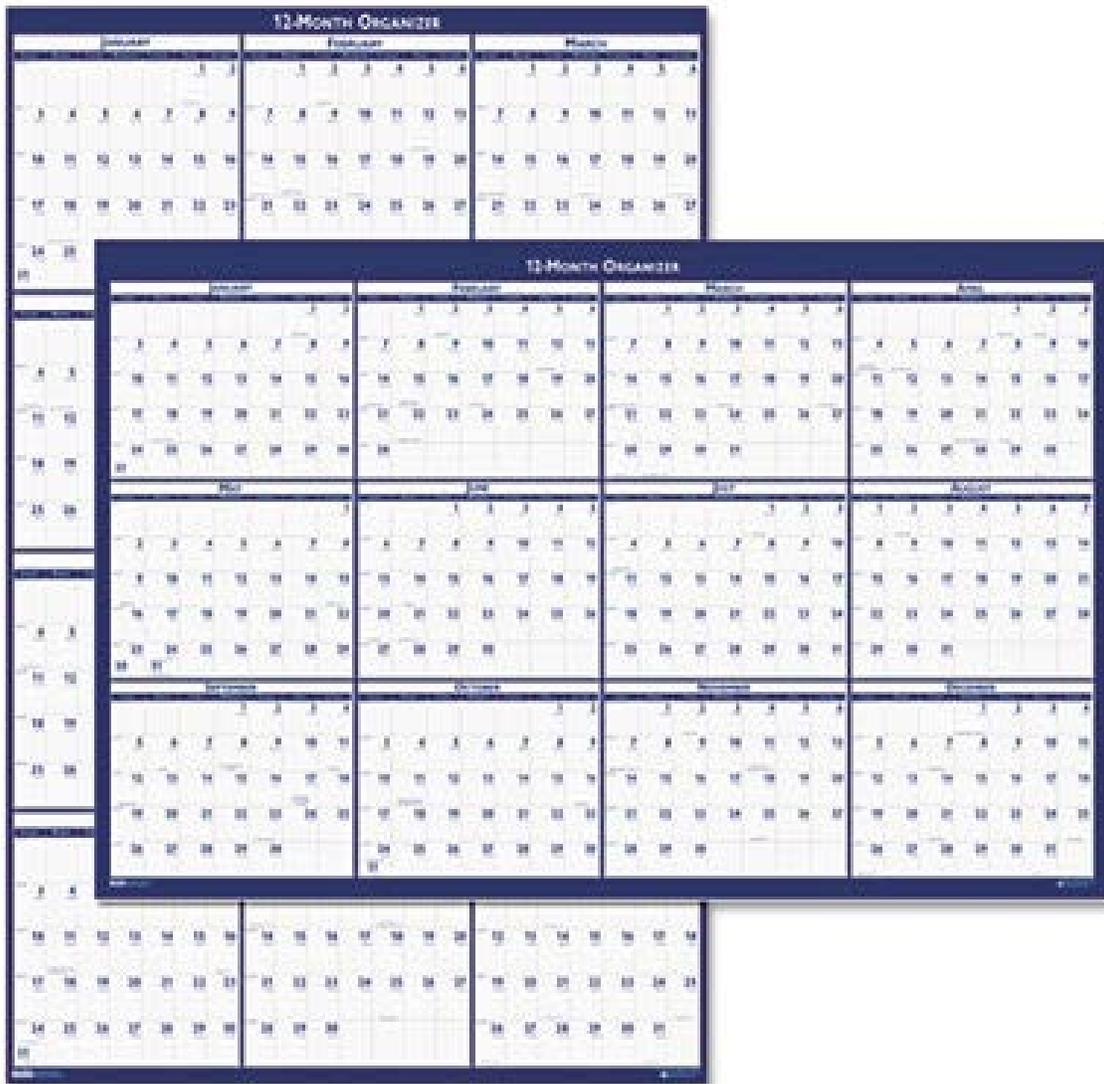
34. Check and respond to emails on a schedule, rather than reacting to them all day.

35. Use technology to your advantage, not your detriment. When working, let voice mail pick up your messages and shut off the “new mail” alert on your computer.

36. When in need of quiet concentration, put a Please Do Not Disturb Sign on your office door.



PLANNING AND SCHEDULING –FAILURE TO PLAN IS PLANNING TO FAIL!



37. Set a consistent, specific time every week for planning your activities, both professional and personal. Schedule the time into your calendar to do them.
38. Schedule your self-care (exercise, meals, breaks) time first, and treat it as you would a business appointment.

39. Review your activities daily, and prioritize your “to do” list.
40. Tackle your most overwhelming tasks first- those that have the greatest payback.
41. Stop writing down big projects on your “to do” list. They are projects, not tasks. Break them up into the individual steps and put those on your daily list.
42. Don’t waste time crossing all the easy, fast and insignificant things off your list until the important tasks are handled.
43. Ask for help when you find yourself procrastinating because you need more information or don’t know how to complete a task.
44. Eliminate or reduce the things that are wasting your time.
45. Delegate the things you aren’t good at, or hate to do.
46. Stop multi-tasking when it’s important.

CREATING BOUNDARIES BETWEEN WORK AND HOME LIFE

47. Make firm decisions around when you are working, and when you are not, and stick to them.
48. Create a ritual that separates work and home life. Change into different clothing, take the dog for a walk when you first get home, have a cup of tea and read the paper. Anything that signals the workday is done, and leisure time has begun.
49. If you must work in the evenings or on weekends, set a specific time period to do so, and let your family know when you will be available again.
50. Do not handle household and family responsibilities while working, and don't work while with family and friends.
51. Do not take personal calls, texts, or emails when at work, and do not take business calls, texts, or emails when attending to your personal life.
52. **Stay fully engaged with whatever you are doing. When you are working, focus on work. And when you are playing, play full on and have fun!**

If you are ready to step into this new way of living and thrive both personally and professionally, but have found it challenging to do so on your own, I would love to help you. **Find out how you can qualify for a Complimentary Strategy Session** where you and I would get on the phone one-on-one, and map out a plan to create your unique calm, productive and healthy workweek by contacting me at ellen@ellengcoaching.com. Make sure to put Complimentary Strategy Session in the subject line, and answer the following questions so I can best help you:

1. What specific challenges are you facing in balancing your business and home responsibilities?
2. How is this challenge impacting your health and happiness?

Thank you for taking the time to read this special report. I look forward to helping you step out of overwhelm and into a life filled with energy and joy!

Ellen

The Business Professionals' Wellness Coach

Ellen Goldman created **EllenG Coaching, LLC**, to help entrepreneurs and executive professionals who are worried about their health and happiness, and are either exhausted, burnt out, out of shape, overweight, or all of the above! She shows clients how excellent health leads to business wealth! Learn more about her wellness coaching programs and products at www.EllenGcoaching.com