



## #TOOLSFORTUESDAY SELFCARE FOR CRAZY BUSY PEOPLE

Establish a morning self-care routine.

Start a regimen of meditation, exercise and reflection every morning. By making and taking time for yourself each and every morning, you get ahead of the stress and keep grounded and ready to get to work each day.

Reward yourself.

Afford yourself a personal reward from time to time, especially after you've done a great job on a tough project or gotten your business through a rough patch. It's not going to kill your budget, and a fresher, happier you will reap significant rewards.

Speak with a coach and mentor.

In the fast-paced and often stressful nature of my work, you'll learn to forgive yourself for days where you don't have the drive to do anything. Productivity comes and goes, take some time off to take care for yourself. Having a coach is something I always recommend to everyone because it helped me a lot when I was stuck in a rut.

Schedule days off.

Adding a day off to your calendar—where you don't let yourself schedule any work—will make a major difference.

Automate.

There are so many new tools popping up every day to help make our lives easier in business and home. There are now robots for cleaning your floor as well as AI that helps you book more meetings by acting as your assistant. Look for ways you can automate more tasks to make more time for the things that matter.

Get plenty of sleep.

Reflect on the three best things that happened today.

This puts you in a state of appreciation and gratitude. Then use 15 minutes to map out your goals for the next day.

Use positive language and self-talk.

One of the most important lessons I have learned is how to speak to myself and others in the positive. The key words to pay attention to are "I am." Pay close attention to what follows. Catch being mean to yourself and change it to "I am going to learn how to do this" or "I am going to ask for help on this." Avoid any negative language.

Make time for family and friends.

If you're overloaded with work, many times we'll just crash after the day is done. But it's important to make time for family and friends. Go out to dinner and a movie or invite some guests over for game night. You'll get that unconditional support from family and friends that you need for a good boost in your mood. Book that baby sitter!!!

Do something creative.

When you're starting to feel burned out at work, take the time to do something creative. Whether it's painting, creative writing or designing something for fun, doing something creative will allow you to relax a little and it has the ability to inspire fresh ideas so that you can go back to work with a new attitude and energy. Doing something with your hands has a wonderful grounding effect.

Crush simple tasks first.

One of the biggest problems for busy, high-stress individuals is simply getting started. The task list that many of us carry is so long and complicated that maintaining it, let alone executing it, becomes a challenge. Make sure to complete a few simple tasks at the beginning of each day to jumpstart productivity and confidence. It can be as simple as making your bed or get "dressed for success".

Pace yourself and set realistic goals.

Remember, you can't always do everything at once. Pace yourself and set realistic goals. Otherwise, you not only end up burning out, but you may find it difficult to achieve high-quality results. Taking a moment to see the big picture instead of the granular details can give you the refresh that you need to push through.