

Self-Care at Work

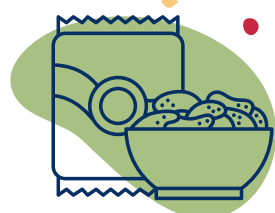
Self-care can be any action you take to ensure you stay physically and mentally well in your personal life and at work, in particular during periods of stress. More importantly, self-care should be a daily ritual or routine, not something you fit in when it is convenient.

When you're stressed or anxious, it can be hard to process information, refocus your thoughts and regulate emotions. Below are some workplace self care strategies that require no special equipment or training and very little time out of your day to restore your energy and reset.



60-SECOND DESK CLEANUP

Set a timer for one minute--organize/file loose papers, store stray supplies and dispose of clutter. Tidying periodically will help you stay organized, productive and reduce stress



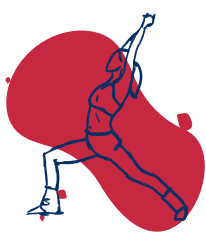
KEEP NUTRIENT RICH SNACKS IN THE OFFICE

Activities done to find outlets for your feelings. Relaxation techniques, listening to music, landscape or gardening for some. Other may prefer talking with a counselor or trusted friend



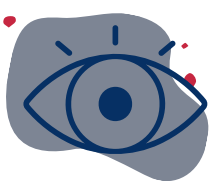
STAY COMFORTABLE

Keep a sweater on hand when the office feels like a freezer or a pair of comfortable shoe under your desk in case your feet hurt or to take a short walk



SET A TIMER FOR A 5-MINUTE STRETCH

Stand up, close your eyes, stretch your hands over your head. Move your arms side to side. Do this daily to clear your head, relieve tense muscles, improve productivity and reduce stress.



PRACTICE GOOD EYE SCREEN HEALTH

Your eyes are probably fatigued from staring at screens all day. Practice 20-20-20 rule: look 20 feet away from your screen for not less than 20 seconds, every 20 minutes



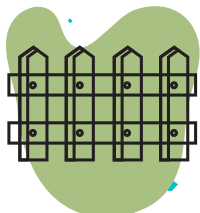
KEEP INSPIRING WORDS AND IMAGE NEARBY

Keep a favorite quote or inspirational photos close to your desk or a meditation mantra to restore and reset.



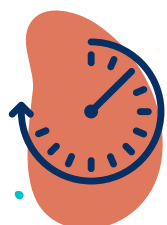
STAY HYDRATED

Keep a water bottle at your desk - use one with time marks that indicates hourly water consumption. Drink a glass of water for every coffee or caffeinated drink.



SET BOUNDARIES

One of the best things you can do is set boundaries for your work schedule and productivity with your co-workers. Use visual cues: "If I am wearing headphones, I am in the middle of something." Or verbal cues: "Let's take a break in an hour and we can talk then."



SET A TIME SCHEDULE FOR EMAIL RESPONSES

Instead of interrupting your work-flow with every email, consider setting aside specific times dedicated to reading and answering email. For example, check your email when you start work, before lunch, and last thing before the end of your day.

THE BOTTOM LINE: Self-care at work doesn't have to be complicated or time consuming. Start small and simple, then build on your routine to give your mind and body what it needs to feel at ease.