

Plan for a Better Day Tomorrow



Try jotting down your to-do list for tomorrow before going to sleep tonight. You may sleep better. Surprisingly, the ritual helps you off-load thoughts and reduce worry, not stress you more about what lies ahead. The research seems to support another often recommended productivity tip—planning ahead for the next day. This includes jotting down your schedule,

deciding what you will wear, planning breakfast, and choosing the personal items you'll take to work. Starting your day with less chaos, having time and a few mini-successes, and experiencing less stress in the a.m. can help you have a better day.

Source: www.baylor.edu [in search article: 192388]

Respecting Personal Boundaries at Work

Respect in the workplace brings to mind words like tolerance, diversity awareness, and bias. But disrespect has a broader brush of issues that can impact productivity. One of them is not respecting the personal boundaries of a coworker. Do you walk through a coworker's door unannounced, call after hours when he or she is at home, or sit in a chair close by while the coworker is on the phone, waiting your turn to speak with him? Employees who appreciate the importance of honoring personal boundaries will get along better. Here's why: When you disregard personal boundaries, you send this nonverbal message: "I'm more important than you, so I don't need to respect your space." All of us teach each other what our personal boundaries are and how we want to be treated. Making them known is a combination of assertiveness, diplomacy, and immediacy. "I would love to speak with you right now, but I need to take this phone call in private," combines all three elements of how to establish a personal boundary. The most important rule in maintaining personal boundaries is to practice what you preach. If you don't want people phoning after 8 p.m. to discuss a work issue, don't phone them after 8 p.m.

Exercise and Kudos for You

Having a physical fitness routine offers benefits for improved health and managing stress, but there are more benefits to exercise than the release of feel-good brain chemicals and shaking off tension. One less-appreciated payoff of exercise is goal attainment of your exercise session, chalking it up as a success, and benefiting from the positive self-talk that accompanies it. Don't minimize the impact of genuine self-kudos and the role they play in stress management. This one benefit is an additional motivational factor for participating in a regular exercise program. When we feed a positive self-esteem, anticipated successes lie ahead. These linkages all contribute to improved personal and workplace productivity. You do have time for exercise. What may be missing are stronger reasons to get you moving. Add this one to the mix and see if it doesn't stir you to grab your sneakers.

How to Ask for Less Micromanagement

Micromanagement is a common complaint among employees, but most micromanagement is not malicious. It stems from a lack of understanding of how to delegate. A micromanager may actually trust you, but fear them from letting go. To intervene, don't grow weary, stress out, or bark out your frustration. Instead, meet in private and explore the issue. If you have not done so before now, you'll discover the solution is likely good communication about each of your needs. You may need two or three follow-up discussions to achieve consistency, but a few more small progress reports from you will usually resolve the issue.

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