

ENERGISE

yourself at work

Start **POSITIVE**

Get up early and greet as many of your colleagues as you can before you start work.

Do something that makes you feel good early on in the day as this will make you feel more positive for the rest of the day. Acknowledge your progress as you work through the day.

Make time for **LEARNING**

Take time to improve your knowledge of things related to your job, those things that matter to you most and the world in general.

This will help you adapt to new situations, innovate and feel more confident.

HELP others

Helping your colleagues will make you feel happier at work! Little things can make a big difference so they don't need to take up lots of your time.

Why not answer a call when you can see that your colleague is right in the middle of something or ask if there are any little tasks that you can help with if they are working on a big project. Some days a simple smile can go a long way!

SELF-REFLECTION

Make time at the end of each day to reflect on your day. Think about your achievements and learn lessons from the challenges that you have faced.

For maximum benefit share these thoughts with a fellow colleague; be proud of your achievements!

Take **REGULAR BREAKS**

Make sure you take a proper lunch break away from your desk and short breaks throughout the day; this allows you some thinking time.

Be as active as possible and stretch at your desk. Try standing up when you are making a phone call.

PERSONALISE your workspace

You don't need to go crazy! Get yourself a nice plant, have a photo of a loved one or a picture or phrase that means something to you.

Studies show that plants in the office improve memory retention and increase productivity.

If you are engaged with your surroundings then you will be happier!

Eat WELL

Eating well not only makes us feel good but has a direct impact on our energy levels. Aim to keep your sugar levels stable by eating low GI foods such as oats, potatoes and whole wheat pasta.

Remember it is ok to have treats too especially if you share them with a colleague.

BRAINSTORMING

Make time to brainstorm ideas with your colleagues. Setting time aside for this allows your brain to focus and promotes creativity.

It is also, a great way to bond and build good working relationships.