

PREPARING

for the **WORKDAY**



Rest well

Try to get a full night's rest before starting a new day. Getting ample sleep will help you feel energized and stay focused.



Quiet your commute

Use your commute as a time to refocus and find your center. Listen to calming music, practice deep breathing or listen to an episode of a Podcast.



Take inventory

Once you arrive, take note of how you're feeling physically and emotionally. If you're holding any tension in your muscles, take a moment to clench your fists tightly, squeeze for five seconds and relax. Try this exercise with any areas of tension.



Fuel up

Nutrition can affect your mood, attitude and energy level, so start your day with a balanced breakfast.



Let go of home

Establish a daily ritual that signals the start of the workday. Take a deep breath and let go of the things you can't address while at work.



Set an intention

Before leaving your car, take three deep breaths (four counts in and four counts out), visualize the day ahead and set an intention, like "I will overcome the challenges I face today with grace." Setting an intention can help you focus and stay grounded in times of stress.

Review this checklist before each workday. Take the time needed to make a smooth transition from home to work.