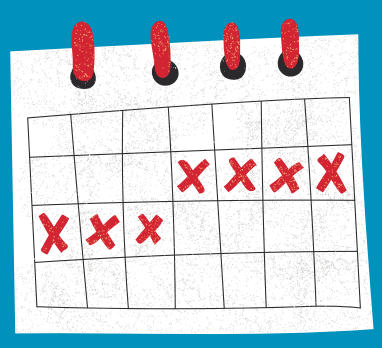
WORKING FOR A HEALTHIER TN

Building Healthy Routines

Chaos, clutter and a lack of organization causes the stress that threatens your ability to adapt and grow after stressful events. When you're organized, you'll feel more in control when stress hits. Here are five tips to help you build a healthier routine.

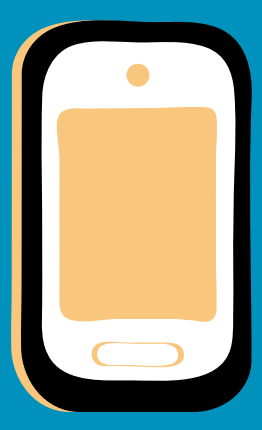


Schedule appointments with yourself to accomplish tasks.

Set a specific start and end time. You can look forward to stopping if it's an unpleasant task.

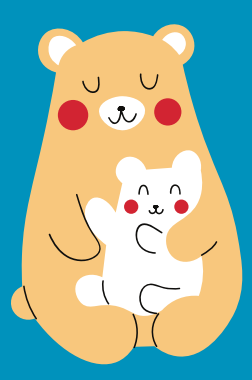
Schedule important tasks during your peak performance hours.

This will help you be the most productive. If possible, consider giving your attention to phone calls or emails only during scheduled times.



Eliminate or minimize distractions while working.

Schedule your rest, wellness and lunch breaks rather than using them to interrupt your work or to procrastinate.



Get a game plan for kids.

Create a regular schedule to help minimize distractions during your workday.

Make time for what you need.

Include time to shower, go for a walk, get ready for bed, spend time with family and so forth. It may be tempting to skip some of your usual steps, but don't let work take your entire day if you're working from home.

Source: Here4TN