

TIPS TO PRIORITIZE AND IMPROVE YOUR PERSONAL WELLNESS

1

ROUTINE/INSPIRATION

Our personal foundation is what sets the tone for how we show up each day. If we are not taking time to do the activities we love, we will start to become resentful and our stress levels will increase. Take at least 5 minutes a day to do something that you love or inspires you.

2

BREATHE

In times of stress, we can turn to our breath. It is free, accessible to us at any time, and a powerful antidote to anxiety and the physical symptoms of stress. Some other times you can use your breathe:

- Maneuver through a difficult conversation, responding to a challenging email, trying to get your point across, waking up in the morning
- If you experience any anxiety or anger or if you are feeling impatient

3

MOVE

Movement is a way of taking care of your well-being:

- Stretch to counter balance sitting as opposites heal
- Replace a sitting meeting for a walk and talk (limit to 2-4 people)
- Practice self-massage
- Move every hour
- Practice good posture while sitting

4

COMMUNICATE

Be mindful in communication as our words impact how others react to us.

5

SAVE TIME USING THE 3 P METHOD

Another helpful way to keep your work/life balance healthy is to handle issues as they come up instead of letting them simmer and take up important energy and space in your mind. For example, if I have a disagreement with a co-worker and don't address it directly with them, chances are that I will take that frustration home and keep thinking about it.

3 P Method (Pause to Pivot to a Positive)

1. Notice your current emotions
2. Pause to allow what you are feeling
3. Pivot to a positive possibility

Moving forward in this way saves time. Handle issues now to keep them from spilling over much more than they need to.

ADDITIONAL RESOURCES

MOVE

6 videos approximately 5 minutes to guide movement at your desk: <http://www.zendoway.com/videos.html>

6 Guided Relaxations by Kerry

<http://www.zendoway.com/guided-relaxations.html>

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