

MAKING 2011 HAPPY, HEALTHY & PRODUCTIVE



1 USE LIFE-ORGANIZING TECH TOOLS.

Great free technology products for organizing and planning your life are all over the Internet. One free service is Toodledo.com, an ultimate to-do list organizer that integrates with your mobile phone, email, or browser. You'll keep track of every idea and task. For a productivity tune-up, try Rescuetime.com. See what you're really doing while on the computer and compare your efficiency to other users.



2 BE A CONFLICT MANAGEMENT PRO.

No one is immune from workplace conflict. It's normal! You don't have to be a mediation expert to know the basics. Resolve 50% of conflicts fast or prevent them altogether by thinking and acting "upstream" before they erupt. Check in regularly with coworkers to discuss roles, resources, stresses, and needs. You'll quash most issues faster so they don't fester!



3 IMPROVE THE RELATIONSHIP WITH YOUR BOSS.

You can't change your boss, but you can change. That's the secret to improving your relationship. Three changes can improve almost any difficult relationship, but they can take guts: 1) Plan meetings for regular discussion and feedback—and don't stop!; 2) Ask your boss for advice before it's given; and 3) Try, try...to see things from his or her viewpoint.



4 INVESTIGATE THAT NAGGING "BLAH" FEELING

Depression is not "in your head." It's in your whole body. And it's a real, treatable disease—but only if you know you have it. Depression may be the result of genetics, environment, lifestyle, or a combination of factors. Your EAP can screen you for depression, score its severity, and find the help you need.



5 GET PERSPECTIVE! YOUR JOB ONLY FINANCES YOUR JOURNEY.

The busier you get, the more you can forget what a job is all about—making your life meaningful. It's easy to get lost in deadlines, conflicts with the boss and coworkers, not getting that promotion, and customer complaints. The job is *not* your life. It *finances* your life. (True, that's easy for a tip sheet to say.) With the rush and stress comes a natural loss of perspective. Planned and purposeful activities that change your focus and create temporary healthy detachments can help you avoid getting lost in work.



6 EXERCISE: YES, DO KEEP TRYING TO MAKE IT REGULAR.

Sure it's tough, but regular exercise is so important that you can't drop the ball. Stop kicking yourself for the setbacks, and instead focus on your future fitness habits. Best tips include 1) setting reasonable, short-term goals; 2) exercising at a regular time; 3) getting a buddy; and 4) tracking your progress.



7 GUARD YOUR MENTAL HEALTH LIKE A WATCHDOG.

Your mental health is important, right? So be cautious about acting or thinking in ways that limit your potential. Negative self-talk when things go awry puts you at risk for undermining other goals for yourself. Defeat destructive thought patterns by banishing them as they arise. Use a mental keyword such as "enough!" and refocus into positive territory.



8 UNDERSTAND YOUR BODY'S RESPONSE TO ALCOHOL.

Alcoholism is NOT an equal opportunity illness contrary to popular myth. Reactions to alcohol vary based on biochemistry and genetics. Those with a family history of alcoholism are at greater risk of developing problems. If you're a regular drinker, be aware of the many warning signs of possible addictive disease like "efficient high tolerance", periodic memory loss when you over-drink, and more. Don't shy away from getting screened for alcoholism, especially if family "stories" or "problems" exists.



9 TACKLE PROCRASTINATION.

It's amazing how much you can accomplish when you just keep after it. Can't get started? Organize and prioritize by making a list of what you need to accomplish this week and this month. Break down your workload into daily bite-size chunks. Make copies and post them in areas where you're most likely to goof off. Give yourself permission to play as soon as your tasks are done.



10 ACT ON NONNEGOTIABLE LIFE GOALS.

Find the thing that you can be doing right now to enjoy what really matters to you down the road. Achieving long-term goals is really just a matter of accomplishing a series of small steps. Today determines tomorrow. Whether it's putting together a retirement plan or researching new educational opportunities, start with where you want to be and work backward to the present. You will get a powerful boost in work-life balance while building momentum and confidence toward what you care about the most.

