



# MASSAD OLINDE

## Benefits Consulting

(225) 215-1010 • (866) 237-7723  
info@massadolinde.com



## Productivity Boosters



## Move More, Work Better

Interspersing work with movement or even moving while you work may increase your productivity and energy.

### 10 ways to move more today

1. Schedule a walking meeting either outdoors or in hallways.
2. Get a group together to walk at lunch or during breaks.
3. Take the stairs instead of the elevator, or take the elevator part of the way.
4. Do bicep curls or shoulder presses with a full water bottle at your desk.
5. Do triceps dips on the edge of your desk.
6. Take a stretch break once each hour.
7. March in place or do calf raises or squats while waiting for your document to print or while on a phone call.
8. Walk to converse with a coworker in person instead of calling or sending an instant message.
9. Use a pedometer or fitness tracker and challenge yourself to take 10,000 steps per day.
10. Vary your work tasks by cleaning your workspace, walking to put or throw things away or filing and organizing.

**Note:** Get your supervisor's OK before exercising at your desk.

## Choosing Time Management Tools



If you're feeling disorganized or falling behind, you might be searching for the perfect tool to get you back on track. Unfortunately, too many time management tools people buy go unused. How do you choose the right ones for you?

**Recognize a tool won't fix everything.** Good tools can help enhance your skills, but you also must develop good overall habits and processes for them to work well.

**Choose something you like.** You won't use an electronic time management program or app if you dislike computers or mobile devices, just as a multifaceted management system won't work for you if you find it intimidating.

**Keep it simple.** Choose tools that directly relate to the issues you want to solve. For example, if you have trouble keeping appointments or remembering dates, a synchronized calendar app might work for you. If you need help prioritizing or directing your efforts toward important tasks, a system that sets goals and budgets time is a good choice.

**Use only what you need.** Keeping track of too many tools at once leads to redundancy.



## Start the Day Right

**How you start your morning can set the tone for your entire day.** Greet the day right with these strategies.

**Go to bed earlier.** You'll feel less sluggish in the morning if you start out with a good night's sleep behind you.

**Avoid the snooze button.** Get up on time so you won't start out the day rushed and stressed. If you like time to linger in bed, set your alarm for 20 minutes earlier.

**Reflect.** Spend time in quiet reflection, read or listen to music, or do some stretching.

**Exercise.** Starting out the day with movement immediately gets your energy level up and clears your head. Plus, getting your exercise in first thing means you won't put it off.

**Eat to succeed.** Avoid sugary breakfast foods full of empty calories. Instead, eat a nourishing morning meal that includes some lean protein and whole grains to fill you up and keep blood sugar levels steady.

**Turn off media.** Consider skipping online and TV news, especially if they make you feel worried or stressed. Instead, focus on peaceful, positive ways to prepare for the day ahead.

## Seeking Solutions at Work



**Problem-solving is part of nearly every occupation,** so knowing how to troubleshoot effectively and efficiently is an important key to being productive at work. Next time you're faced with a problem, try these steps:

**Define:** Calm down and examine the problem neutrally to truly understand it. How did it happen? What was the cause or source? What is the likely effect? This helps put the problem in perspective, so you begin solving it with a clear head rather than panicking or blowing it out of proportion.

**Strategize:** To come up with possible solutions, you might brainstorm options, work backward from your intended end result, talk with colleagues, or review how similar problems have been resolved in the past.

**Test:** Rehearse possible solutions and scenarios, mentally or for real. Consider all possible solutions with an open mind, even if they seem silly at first.

**Evaluate:** How did it go? Perhaps your solution only solved part of the problem, didn't solve it at all, or solved it but created another issue you now must solve. Or, maybe it was exactly right. None of these scenarios is a failure.

**Remember, it can take multiple attempts to solve a problem, and every step is part of the learning process.**

## What Top Performers Do On Their Days Off

**Have you ever wondered what high achievers do when they aren't working?** Many top performers bring the same discipline and mindset to their days off as they do their workdays:

**They get up early.** People who are highly productive tend to be early risers, even on their days off. They greet the day feeling positive, perhaps by exercising, spending time in quiet reflection, or reading.

**They limit time wasters.** It's easy to lose an entire day surfing the Internet, gaming, texting, using social media or watching television. **Tip:** Set a time limit for activities that tend to distract you; enjoy them but not at the expense of other things you want to achieve.



**They take care of themselves.** Top performers realize that a healthy lifestyle helps them stay productive on and off the job. **Tip:** Regular exercise and a balanced diet help you feel better with added energy to get the most out of your free time.

**They follow through.** Top performers set realistic goals. Rather than trying to get everything done on 1 day off, they set priorities, spend their time on tasks and activities that truly matter, and avoid procrastinating. They also ask for help with home responsibilities and chores when they need it.



## Sitting vs. Standing



**Research has shown that sitting too much may increase risk of heart disease, cancer, stroke and other ailments,** leading to a rise in popularity of standing desks and the practice of alternating standing with sitting at work. However, simply standing in 1 spot may not be the answer. The key to better health, many researchers believe, is to get up and move. If you sit for hours, get up periodically to stretch and walk. And increase your daily exercise time to burn more calories. Exercise in segments as short as 10 minutes to benefit your health.