



Work Efficiently

- Exhaustion, mental and physical, increases errors and impedes our ability to provide safe, quality care.
- Work smarter, not harder. Be intentional with your time and energy.
- Understand busyness does not equal efficiency.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	1 Delegate at least one to-do item daily	2 Rest	3 With a tight core, do 3 sets of 50 leg flutters under your desk/table	4 Rest	5 Schedule a "refuel" break on your calendar daily
6 Take the stairs. Burn some energy.	7 Remove clutter	8 Rest	9 Set reasonable goals with deadlines	10 Rest	11 Avoid multitasking. It's not more efficient. That's a myth.	12 Rest
13 Group tasks together	14 Rest	15 Utilize your more alert times of day for more focused tasks	16 Rest	17 Sit up straight; elongate your spine; take a deep breath.	18 Shut your door. Turn off your notifications.	19 Learn to say "no." You don't have to justify it.
20 Rest	21 Make more time for creativity. Be intentional	22 Rest	23 Give yourself plenty of time in the a.m. to avoid rushing	24 Rest	25 Establish a routine that makes you feel happy, healthy and clear-minded	26 Rest
27 Avoid white sugar and white flour	28 Rest	29 Let go of perfection. Stop fearing failure and focus on progress.	30 Hold on to your desk. Raise your heels off the floor and slowly lower. Repeat.	1	2	3

EATWell

Plan and prepare at least 3 meals each week to save time and money.



MOVEWell

Perform two to three 10-minute bursts of physical activity daily to release tension.



LIVEWell

Make and prioritize a to-do list each day.

