

10 Brain Secrets for a Better Day at Work

Celebrating "Brain Awareness Week" March 15—21 with ten easy brain secrets to make a better day at work for you and your colleagues.

Smile: Smiling makes you feel better as your brain releases endorphins and prompts happy thoughts. It also makes people more likely to smile back. Share the free endorphins, this works!

Clear your desk: A clean Action Zone promotes mental clarity by reducing brain-lapse distractions. Try recycling a few older piles and get your brain 'up' for working on one project.

Fresh air: Working inside all day (every day) can be brain-depressing. Go out and breathe some fresh air. Inhale through your nose and exhale through your mouth to quickly restore oxygen to your brain. If you can't get out; open a window and let new air refresh your space.

Stop thinking too much: Our brain is designed to ensure survival and tends to think in worst case scenarios. Transforming "What's the worst that could happen?" into "What the best that can happen?" is powerful for you, your brain and your work.

Sunlight: Sunlight is a great way to revive a tired brain. Vitamin D is produced when we get sunlight on our skin and is a natural anti-depressant. Walk on the sunny side of the street!

Delete or file all *non-action* Inbox emails: Work on clearing out *non-action emails* in your inbox every couple days. This helps your brain experience less overload so you feel more in control.

Take stairs: If you are feeling sleepy or low energy, just walking a few flights of stairs instead of riding the elevator gets your heartbeat up, blood circulating and clears brain fog so you can get more done.

Reply to your *Action* emails: Even if you only say that you 'need more research time before responding', or you will 'get back to them by Monday', etc., it keeps the other person in the loop and takes some stress off of both of you. If it is not an *Action email* do not let it sit in your Inbox.

Desk slippers: If you can, bring slip-on slippers to work and leave them under your desk. When you get to work, change your heels (or snow boots) for warm, soft foot comfort. *Just remember to put your shoes back on before a meeting!*

Work smarter: When our brain procrastinates we tend to feel like we have not achieved anything all day. Work smarter by concentrating on just one project, then go home knowing you've done the best that you can for that day.

Use these quick and simple brain secrets today, and get ready for better work results with less stress tomorrow!

Excerpts: "A Brain New Way to Work: Using your brain at work for better results and less stress"TM