PROSPERITY MATTERS

YOUR GUIDE TO A BETTER BUSINESS AND A FULLER LIFE

SPRING • 2020

WELCOME!

The more you work, the easier it is to get caught up in the stress of business and forget what goals you had that pushed you to start in the first place. Prosperity Matters is designed to help you reconnect and focus on your personal wellbeing.

In this issue, we will cover improving your quality of sleep , incorporating exercise habits into your lifestyle, and readapting to working from the office.

> " The best way to predict your future is to create it.
>
> - Abraham Lincoln

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Managing work-based anxiety

Studies have shown that while only 9% of individuals have a diagnosed anxiety disorder, 40% experience ongoing stress or anxiety in their daily lives. For many, work can be the source of constant feelings of stress.

Signs that you may be feeling anxious at work include excessive or irrational worrying, sweating, increased heart rate, feeling jittery, or tiredness and fatigue.These symptoms can not only make it difficult to focus and excel at work, but can also reduce job satisfaction, affect your relationship with coworkers and managers, and lead you to turn down work opportunities. This is why it is important to make the effort to manage work-based anxiety so that you can get the most out of your experience at work.

The first step is to acknowledge your work-based anxiety. If you have been feeling anxious at work for months or years, it may almost seem like it is a part of the job. However, this is often not the case. Talking to your coworkers or supervisors about how you're feeling can be helpful to clarify how others in similar roles are managing their stresses and to identify whether you might be putting unnecessary pressure on yourself. Being mindful of your work anxiety instead of ignoring it can also help you identify what is causing it. From there, you can prioritise tasks or situations that might reduce your anxiety.

Overworking and overthinking is a common source of work-based anxiety. Taking breaks when you feel too busy can seem counterintuitive, however, working for long stretches of time without a break can decrease your ability to properly focus. Allowing yourself to take a break and eat adequate meals throughout the day can refresh your mind and make it easier to concentrate when you return to work.

Another factor that can worsen work anxiety is feeling tired and fatigued. Poor quality sleep can also significantly impact your ability to perform well and make you more susceptible to stress and moodiness, which can contribute to feelings of anxiousness at work.

Individuals who feel like their work stress is no longer manageable should consider working together with coworkers and managers to develop strategies to tackle this stress.

Improving your quality of sleep

Lockdowns and working from home has increased the time people are spending staring at screens. Employees may find that their work-life balance is more defined when their work space is separate from their homes. Without this clear separation, it may be harder to unwind at the end of the work day, leading to continued stress levels even after clocking out.

Stress can be alleviated by poor sleep, and a low quality of sleep can also contribute to higher irritability. To avoid these sleep-related consequences, try investing in these tips to sleep better.

Limit screen time

Sleep experts recommend tuning out of electronic devices at least an hour before going to bed. Lower the screen brightness, or download tools meant to mimic the light of the sun, by dimming the light to a warmer gold instead of a harsh, blue light. This can help relax your eyes as the bright morning light from the screen begins to soften towards the end of the day.

Proper routines

Try to get the same amount of sleep every night. Most people only require 7 to 9 hours of sleep, and keeping your daily sleep schedule within the same time range can be extremely helpful in allowing your body to grow accustomed to a routine. Stable sleep schedules will help you fall asleep faster during the same time every night, and wake up feeling refreshed.

Destress

You may find that you are physically drained, but unable to fall asleep. Avoid staying in bed if you are restless, and instead focus on winding down through some relaxing activities. Try establishing a destress routine which can include having warm baths, easy reading and a hot cup of caffeine-free tea. Avoid vigorous exercise before sleep, as physical activity can increase body temperature and may damage your quality of sleep. If you do want to add exercise to your routine in the later part of the day, try light yoga routines to release pent-up tension in your body.

Incorporating exercise habits into your lifestyle

To reduce exposure to COVID-19, many people are staying away from public facilities - including gyms. However, this isn't an excuse to stop exercising altogether. There are many methods of staying fit and healthy, even if you don't have safe access to gym equipment.

Get friends and family involved

One benefit of exercising at home instead of the gym is that you can get your family or roommates involved and have fun without worrying about disturbing other people or attracting stares. With the opportunity to get competitive, play games, and help each other with workouts, exercising with your friends and family is a great way to strengthen relationships as well as muscles.

Utilise workout videos

A quick Google search will provide you with a wide range of free workout videos you can use for a guided exercise routine. These provide convenience and flexibility as you can choose videos based on your fitness goals to complete in the comfort of your own home.

Go on nature walks

Whether it's at your local park or a hiking trail, going on a walk in nature can be beneficial for both your physical and mental health. Studies have shown that being in nature can help reduce stress levels and improve moods. It's also easy to socially distance yourself on walks and avoid crowds, making it a great exercise option during a pandemic.

Readapting to working from the office

As businesses are looking to bring their employees back into work, it is important to ensure that your workstyle practices allow you to seamlessly integrate into working from the office. Try adopting these changes to make your transition into the office space easier.

Structure your daily routine

Working in an office space structures your day, and this is an important feature to bring into your work day even when you're working from home. Create a work-based routine that will work for you at home and at the office. For example, you may find that using the first hour of the day to respond to emails and enquiries, and using the later part of the day for meetings works best for you. It is important to stick to that routine as best as you can to then provide yourself some structure when you go back into the office.
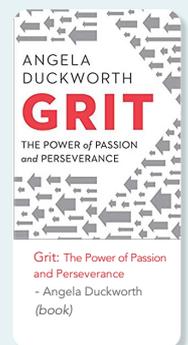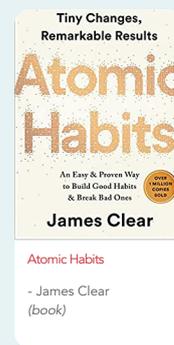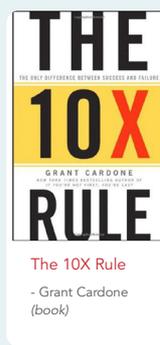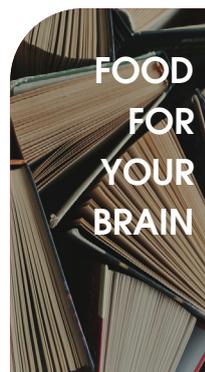
Prepare for distractions

Without the common distractions that an office space comes with, employees may find that they are more productive at home. Consider incorporating collaboration meetings and calls into your work day when working from home. Brainstorming sessions and daily stand-ins can be great ways to reintroduce socialisation with your colleagues to make social interactions productive and less distracting. Consider setting boundaries if you feel that you need to reserve portions of your day for important tasks, and let your colleagues know so they don't distract you.

Maintain stability

Working from home has left employees with a lot more free time during the day, allowing them to pick up new hobbies and interests. These are activities that may have been a source of relaxation when working from home so try to continue indulging in these activities once you transition back into working from office. Upskilling for personal fulfilment can be rewarding and even contribute to better mental health and wellbeing.

FOOD FOR YOUR BRAIN

THE 10X RULE
GRANT CARDONE

The 10X Rule
- Grant Cardone
(book)

Tiny Changes, Remarkable Results
Atomic Habits
An Easy & Proven Way to Build Good Habits & Break Bad Ones
James Clear

Atomic Habits
- James Clear
(book)

ANGELA DUCKWORTH
GRIT
THE POWER of PASSION and PERSEVERANCE

Grit: The Power of Passion and Perseverance
- Angela Duckworth
(book)