

- ❖ Get seven to nine hours of sleep per night.
- ❖ Practice self-awareness. Notice where your body is tense. Allow your breath to relax this area and make an adjustment into a more helpful position or stance.

These tips were gleaned from the September 2013 issue of *Consumer Reports* magazine.

- ❖ Stand up and move every hour. A few simple exercises (stretches, lunges, etc.) remind your body to stay alert.
- ❖ Spread out your tasks throughout the day, rather than putting them back-to-back. Try alternating mental and physical tasks when possible.
- ❖ Soft background music helps you to stay attentive. Engaging in a conversation also stimulates your brain.
- ❖ Keep a green plant visible to relieve stress and anxiety, or be able to look at bright green and red objects.
- ❖ Bright, indirect lighting reduces glare and prevents eyestrain.
- ❖ Temperatures between 68 and 72 degrees keep you alert. Higher temperatures will slow you down mentally.
- ❖ Sit up straight! The weight that your neck supports doubles for every inch that your head tilts forward.
- ❖ If you can't take a quick afternoon nap, do quick, short inhales followed by a long, slow exhale. Do this for at least 3 minutes, preferably at a quiet place away from your desk.
- ❖ Run your hands under cold water for a few seconds to perk yourself up before a meeting.