

# Lifestyle & Health

## Sleep

Your sleep habits influence mood, health and productivity.

- Limit screen time before bed
- Sleep at a consistent time each day
- 7-9 hours of sleep per day

## Exercise

Keep your mind and body sharp through consistent exercise.

- Find a form of exercise you enjoy
- Have a weekly schedule

## Keep Moving

Stretching can break up your time behind a desk and help you sleep.

- Limit sitting at desk to 30-60 mins before walking around
- Stretch before bed
- Stretch between long periods at the desk

## Outsource & Automate

Take the steps to make your life easier.

- Outsource one task with no immediate value
- Create email auto-responses for when you are out of office

# Work/Life Balance

## Workload

Respect your limits.

- Under-promise and over-deliver
- Make it clear exactly what clients are entitled to (and stick to it!)

## Let It Go

Improve your peace of mind for when you can't be working.

- Set up out of office replies for holidays and afterhours
- Make your working hours clear from the get-go

## Separate

Untangle work and home.

- Get a separate work phone
- Get a separate bank account for work

## Boundaries

Make it clear to others where your personal life ends and work begins.

- Let family and friends know your work schedule (and that it won't budge!)

# Environment

## Distractions

Minimise things that can sap productivity.

- Put your phone on airplane mode (if work allows)
- If your space isn't silent, find a quieter one

## Location

Associate a space with productivity (like a cafe or a Business Station incubator)

- Work somewhere that isn't home (If possible)

## Workspace

Ensure your workspace is setting you up for success.

- Have comfortable seating
- Keep air flowing - open a window

## Clean

Less is more.

- Remove everything you don't use weekly from your desk
- Reduce clutter by storing documents digitally where you can