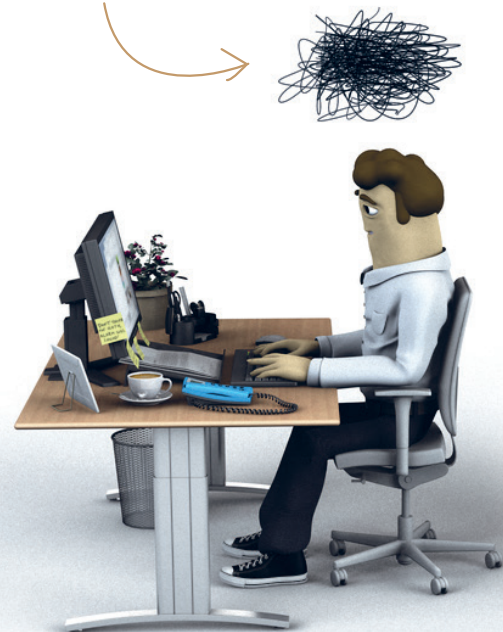




*Where is the journey leading me?*



*stress alters  
one's sense of self.*



## Efficiency and know yourself

### Efficiency

Efficiency at work has a lot to do with your personal approach to tasks. Think of every task as a journey:

First find out where you are going and what you need for the journey. Good preparation is key. Before you start every activity you should understand what needs to be done, by when and for whom.

Then put one foot in front of the other: focus on one thing at a time and finish it before you go on to something else. And don't allow yourself to be distracted from your path: reduce the possibility of distractions or interruptions to a minimum.

You will see that in this way you can work much more efficiently and arrive feeling more relaxed.

### Know yourself

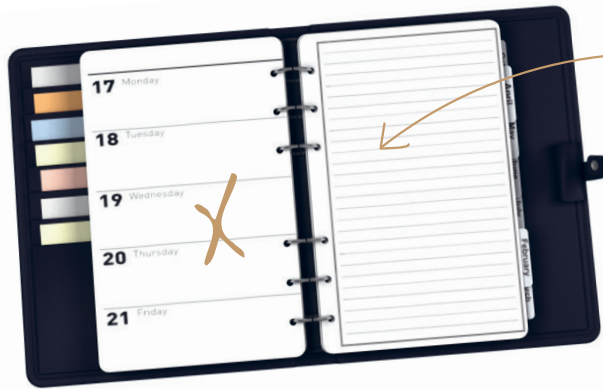
This is important: stress hormones change our sense of self. So if we experience ongoing stress, we tend not to realize just how exhausted we really are.

Symptoms of exhaustion like difficulty in concentrating, disturbed sleep patterns or loss of appetite are often not noticed or noticed too late.

Increase your awareness of how you are feeling by, for example, noting in your agenda the type and frequency of symptoms.

And take what people around you say seriously. Keep an eye on each other and make dealing with stress and pressure a topic of regular discussion.





*Important tasks  
(large stones) first.*



## Setting goals and time management

### Setting goals

Having goals brings us closer to our dreams. Dreams and goals, however, are not the same thing. They complement each other: goals help you to realize your dream.

For example, if you would like to lead a healthier life, set yourself the goal of doing sport twice a week. Or if you would like to be better organized, you could decide to have your mail sorted by 10 o'clock every day.

Set yourself goals and put them down in writing. This is an important aspect of effective time management.

### Time management

Imagine your agenda as an empty jug. You make appointments and fill the jug with stones. But it is not really full. There is still room for any number of smaller stones in between and you can even go one better.

Successful time management depends on how much you put in the jug. The deciding factor is the order in which you put things in. If you don't put the large stones in first, there won't be space for them afterwards.

Plan your time week by week and put in the big stones – the important tasks – first. The smaller stones can follow afterwards.





*Exercise helps after smaller and larger transgressions.*



*seek balance through leisure activities.*



## Exercise, nutrition and balance

### Exercise and nutrition

Regardless of whether you dance, jog or take walks. Exercise has the effect of reducing tension, helping you to think more clearly and sleep better. And taking exercise at work helps, too: For example if you stand while making phone calls or go out for a walk at lunchtime.

Equally important is a healthy and balanced diet. You are best off having only as many calories as you need spread over three meals and eating only nutritious foods.

And you'll find exercise an effective response to both smaller and larger transgressions.

### Balance

Whether on a bodily, mental or emotional level, overdoing it in a single area puts stress on our system.

Wherever possible try to find something that balances your working life. Switch between routine and mental work as often as possible. If you work sitting down then try to get some exercise during your breaks.

The ideal situation is if you do something that is as important to you as your work. Something you enjoy that allows you to tank up on energy: a hobby or the family.

