

## *Has your get up and go gone?*

Going home from work exhausted? Liking your job a little less every day? While the seemingly nonstop pressure to do more with less often appears to be the energy sapping culprit, there are energy drainers in your workplace over which you have control. Taking action on just one of them will help you boost your get-up-and-go.

**Consider your work style** – Work that utilizes your natural talents and abilities energizes you, while work for which you are not so well-suited can quickly become tiring. Organize your day to create a balance between the tasks that invigorate you and those that sap your energy. Whenever possible, trade or delegate the tasks that sap your energy to someone with a different style who will find them stimulating.

**Maintain healthy working relationships** – Negative interactions between people creates that proverbial black cloud that follows you everywhere. Build amiable, supportive working relationships by communicating openly, giving positive feedback, offering and asking for help, and addressing issues as they arise.

**Reduce interruptions** – Every disruption distracts you from the task at hand, costing time and energy. When possible, schedule time when you won't be disturbed to work on tasks that require your full concentration. Turn off the message alerts on your communication devices - computer, phone, cell phone – when you don't need to be instantly accessible, scheduling times to check for and return messages.

**Take a break** – All work and no breaks make Jack and Jill... tired. Take a short walk, listen to music, or practice a relaxation exercise. For a quick break, share a joke or read something humorous. Laughter increases your t-cell count, boosts your immune system, releases endorphins, and suppresses stress related hormones.

Boost your energy, then get up and go!

## *Fun facts. ...*

Hummingbirds are the only animals that can fly backwards.



## **A BRIGHT IDEA**

### *Trust comes from the HEART®*

Trust is the basis of every successful relationship, and trust comes from the HEART®

**Honesty** – Honesty is still the best policy. Tell the truth even when it hurts.

**Ethics** – Act with integrity. Do the right thing.

**Accountability** – Honor your commitments—say what you'll do and do what you say.

**Respect** – Treat each person with dignity regardless of their role or position. Treat people fairly.

**Transparency** – Address issues openly before they become problems.

### *Strong teams = Productive teams*

Effective teams require commitment and resources. Coaching provides individual opportunities for focused leadership and professional development. Resolving the conflicts that cause dysfunction and increase costs can be addressed through mediation or facilitated processes. Strong communication and conflict resolution skills that support a collaborative team can be developed through training. Alternative Resolutions is the “one call does it all” place to find the resources you need to create the productive team that will make your organization excel.

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