

21 Tips for 2021

Lorrie Coop (TX), Southern Region Director

Working from home this past year, I found that the lines were quickly becoming blurred between work and life. I felt exhausted, both mentally and physically, at the end of the day but did not feel like I had accomplished much. Regardless of where we are working from these days, I think we can all relate to those feelings from time to time.

The following tips are two that I still struggle with but actively work on. I hope you find them useful as well.



1. Focus - start each day with a commitment to being productive and not just busy. One study I recently read stated that multitasking can reduce productivity by as much as 40%. Make a realistic plan and prioritize what you want to accomplish each day. Be mindful and give each task a certain amount of time before setting it aside to move on to another task. You might find you actually get more done.
2. Relax – Know when to step away. Set work hours and stick to them as much as possible, especially if your office is also your kitchen table. Schedule regular breaks and never skip them- come what may, especially when working at the computer. It is important to get up and move around, stretch your muscles, and stay hydrated. Also, do not forget to exercise your eyes using the 20-20-20 rule, which says to focus your eyes on an object 20 feet away, for at least 20 seconds, every 20 minutes to relieve eye strain.