



HOW TO COLLECTION



BE YOUR BEST
AT WORK

more success & less stress

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Do you feel a day at work leaves you feeling drained or a ball of nerves?
Do you feel that you've got more to give but not sure how to go about it?

It doesn't need to be like that, a normal day's work can leave you tired but not drained, some days may be more mentally demanding than others but you shouldn't feel the need to punch the walls by 6pm.

And if you believe you have more to give then give it! don't hold back.

This guide aims to give you pointers to improve your working day and help you be at your best in a manner that respects your physical and mental wellbeing.

Disclaimer: this document's purpose is not to provide medical advice, if you are pregnant, unwell or with a chronic illness you should seek medical advice.

I hope this serves you.

Carine



PART 1- THE "NOT SO" BASICS



DRINK

Keeping your fluid intake up is key as dehydration induces headaches, lethargy and, if it is important for you, tired-looking skin.

What you drink is important but don't get too hung about it: The European Food Safety authority concluded that 400mg/day (or 6mg/kg) of caffeine for an adult is a safe limit:



A high caffeine intake has downsides:

- it's a diuretic ie. it dehydrates you and you're back to square one.
- it's an excitant, too much gives you a quick high and a crushing low.
- it's the potential additional sugar intake.

Soda drinks are not innocent either, they may quench your thirst but you'll be left wanting more: so more fizz (bloating), sugar & chemicals. I'm a recovering cola addict so this is close to my heart!

So what to drink?

- **Water:** tap is fine and no nasty plastic bottles being produced. Fill up a 'glass' glass several times a day, an easy way to track your intake.
- **Herbal tea:** they are not always inoffensive, check if you have a medical condition.
- **Juice:** in moderation because of the sugar intake.

EAT

You should eat during the day, don't laugh: look around you, many people don't for a variety of reasons. Running on empty is not good for your mood, your creativity and overall cognitive abilities. Last time I checked, these are pretty useful at work.

Have a sufficient protein intake as it fills you up and keeps you going. Easy on the sugar and, as for the carbs, it's up to you, for some it slows them down and others are fine. Try to balance the different food groups across the day.

The jury's out on snacking as it depends on your personal circumstances. Personally I now prefer to leave my digestive system alone in between meals.

REST

Indeed you should have periods of rest during the day and that can mean 'do something else'.

Give your eyes regular breaks from screens... all screens. If you get headaches do have your eyes checked, there's no need to strain your eyes, you only have one pair.

Get some fresh air, it doesn't have to be mountain fresh just not 'air-conditioned, boiling/freezing, smelly' office air. And you can kill 2 birds with one stone by going for a stroll and stretching your legs.

Even if you can't get out you can move more: take the stairs or walk to someone's desk rather than call.

If your office has a quiet zone, make the most of it: take 5-10mins (either tell people in advance or make it plain that you don't want to chat) and let your mind wander or read. Only engage in mood-enhancing conversations, not a moaning feast that will leave you more tired.

PART 2 - MORE ADVANCED!

BE KIND

It's very easy and you probably do it already, just do a little bit more as it will make you feel good, release endorphins and raise the general vibe around you:

- Be helpful
- Share your knowledge
- Pay a compliment
- Be tolerant of others: their choices, beliefs, behaviour etc
- Give feedback appropriately: ask permission, do it at the right time & the right place
- What is your way to show kindness?

Do not confuse being kind with being a doormat. You can be assertive without being aggressive, closed up or believing you'll be taken advantage of.

BE PRESENT

Everyone has heard about mindfulness, 'being in the moment' really helps our mental well-being. Generally at work we spend a lot of time analysing (the past) and planning (the future) so it is quite easy to spend large parts of the day in a different 'time zone'. However research shows that **when practicing mindfulness we are less anxious, more relaxed and have better cognitive abilities.**

No need to meditate for hours, here's a quick exercise to get back to the 'now' in only 3 minutes:

Wherever you are say what you see/hear/touch around you for 3 minutes.

Don't think about it, just name it.

This exercise forces your mind and body to be in the same 'time zone', refreshing.

If you feel embarrassed then do it outside and you get fresh air as an added bonus.

On the subject of embarrassment, the above is better than letting stress get to you, things I've personally witnessed: anger outbreaks, uncontrollable crying, speaking aloud to oneself (I'm talking about full-on dialogue).

ASSUME POSITIVE INTENT

* I had originally named that point 'Don't judge' but I chose a more...positive title ;)

In all your interactions assume positive intent. On the whole we mean well and we rarely take action to negatively impact on someone. Even if the end result feels different, they didn't go about hurting you...

Assuming positive intent is not about being naive. It means not jumping to conclusion, not holding a grudge and giving people another chance. It means being genuinely constructive in your feedback. It means properly analysing a proposal not filtering what you want/don't want to see.

And... assume positive intent with yourself: don't be so critical of yourself, it's not about finding excuses for sub-optimal work or relationships but constantly having a voice in your head doubting your abilities or criticising your efforts is not helping you progress or be effective.

- **Less defensiveness** between individuals and a better atmosphere
- Better quality relationships: open & **honest communication**, feedback and **quicker decision-making**
- More **creativity and innovation**
- **More fun**, yes it is allowed!

PART 3 - BE A LEADER!



BE AUTHENTIC

Be yourself, you are unique and you're great however your greatness can only shine if you let it:

- **Rock your assets:** it's not being arrogant to know and share your talents, just be elegant about how you do it.

- **Accept your 'shadows':** it's natural to have aspects of our personality that we're not so proud of.

Hiding them will fool no-one, people will feel there's something not quite right even if they can't name it. They won't feel able to build trusting relationships which is key for a successful AND rewarding career.

In the long run, hiding your shadows will damage your mental well-being. However you are welcome to work on developing your understanding of them and see how they can also be a supportive asset.

- **Be kind to yourself:** some days or situations are better than others, that's fine don't give yourself too much of a hard time over it.

Wearing the suit of John from Finance because your boss says he's great is not being authentic and will not let you be a great leader. Create your own suit, tailor-made, you're worth it!

TAKE RESPONSIBILITY

Before you skip ahead... I mean take responsibility as a true leader:

- **Have integrity:** do not lie (even a little white lie is a chip in your personal values), not pass the buck

- **Take the learnings** from your or others' errors **and MOVE ON**, don't hang out in the "blame zone" or reduce individuals to their mistake, no good has ever come out of it. Yes some disciplinary actions may be required so take them and MOVE ON.

- **Take responsibility for your circumstances** as well as your actions: even if you feel it is a result of someone's action, **get back in your power** and make the necessary adjustments.

Getting back in your power and control is critical to job satisfaction and it is down to you.

LEVERAGE YOUR OPPOSING QUALITY

Let me explain, a key aspect of leadership is how well you understand and are able to **leverage your 'opposing qualities' to maximise your impact** on your organisation (and greater satisfaction).

Here's an example: You're dynamic, what is the opposing quality? Measured

If you are dynamic can you try and be a bit more measured as well?

It's not about changing your personality just stretching yourself a little bit out of your comfort zone. As such you'll add new skills & talents to your list and you will have a greater impact on more people (eg. the ones respond to 'dynamic' + the ones who don't).

If you decide to, you can be a great leader, you're probably a lot closer than you think.



You don't have to have 'Manager' in your title to be a leader, I'm sure you've met people who had more leadership qualities than the official 'leaders' in the room.

You can be leader whatever your role or level. If you follow this guide you are pretty much there.

I hope this guide is helpful, if you think so, share it.

If you have suggestions, questions or comments or if you need more help then contact me at carine@carinesanjuan.com

Have a great day at work!

Carine

DATE

M T W TH F

KEY FOCUS

KEY ACTIONS

H2O INTAKE



BREAKFAST

SNACK

LUNCH

DINNER

QUIET TIME



FRESH AIR & EXERCISE

KINDNESS & POSITIVE INTENT



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