



VITALITY & ENERGY

Working Well

- Reframe how you manage your time into how you manage your energy. People at work can sustain optimal performance for 90 minutes (on average), so work to this and plan in breaks.
- Make a commitment to stop pushing yourself to the limits, it is counter-productive and unsustainable. Ultimately, if you don't look after your body and mind, the 'machine' will break down. It is inevitable, we all have our limits – don't reach yours. Too many good people come unstuck because they didn't know when to stop and they forgot to look after themselves.
- Plan your snack and lunch opportunities at the start of the day; keep measured amounts of fruit, nuts, etc. easily to hand. Don't allow yourself to skip food or become overly hungry. Ensure you build time into your schedule to avoid this. Embrace the principle of moderation in your diet.
- Enlist the support of your EA and workplace facilities to ensure healthier snack, meal and drink options are available. In general, have a rule that "unhealthy snacks are for other people", they are not for you. Mindfully allow yourself a small treat every now and then.
- Set and stick to a strict regime of no more than 4 standard coffees per day, or a total of 200-300mg caffeine per day. As a guide one Nespresso pod has approx. 60mg caffeine, and one strong tea about the same). A can of Diet Coke has 42mg. Drink none, or decaffeinated only after 6pm. Like alcohol, our susceptibility to caffeine varies between individuals, so be attuned to its effects on you and act accordingly. Note – while green tea is a good source of antioxidants, it contains moderate to high levels of caffeine, so consume mindfully and also not late in the day.
- Keep a glass or bottle of water replenished beside you throughout your workday, no matter what situation or forum.
- 'Go easy' at business lunches and social functions, most people these days are trying to be more careful and so you won't be alone. Think more creatively around entertainment options (shows, sporting events).

“WELLBEING IS NOT AT THE EXPENSE OF PRODUCTIVITY, IT IS AN ENABLER...”

- Make a point of getting out of the office for a 'mini-break' at least once every day. Take a 'nano-break' every 30 minutes (e.g. a quick desk stretch or stand-up).
- Build a reputation for taking care of yourself – people admire and are inspired by leaders who role model high standards of wellbeing. Such leaders create a positive 'ripple effect' on their teams; engagement, culture and results will improve. Wellbeing is not at the expense of productivity, it is an enabler of productivity. Everyone will thank you. Be part of the movement that is redefining what it means to be a 'successful' executive. Make it your passion.
- Join in some office fitness or sports-related activities that appeal; don't over-commit, but try to get into a routine with what you do, so that you expect it of yourself and others. Accept this is part and parcel of your operating rhythm.
- Learn to breathe to create moments of space and calm in your day (see Resilience & Equanimity).
- Think creatively about doing less sitting down! Irrespective of how much other exercise you do, sitting for 7+ hours per day significantly increases your risk of serious illness and a shortened life expectancy. Have standing and walking meetings; set an alarm to move every 30 minutes; get a standing desk; lay out your work space in a way that requires you to stand and move for things.
- Opt for as much incidental activity as you see the opportunity to include – stairs, walking to copiers, going around to talk to a colleague rather than emailing.