



## Creating an Effective Daily Work Routine

Creating and following a daily work routine can help you stay focused and organized. Consider integrating the following information into your daily schedule:

**Get your sleep.** Most adults need seven to eight hours of sleep every night.

**Have breakfast.** Studies show that eating breakfast can improve concentration and performance.

**Prioritize tasks.** Check your email every morning to determine which emails are most pressing, which can be taken care of quickly and which are not pressing. Approaching your email this way can lessen stress and help you work more efficiently.

**Drink water.** Keep a water bottle on your desk to stay hydrated throughout the day. For every 100 milligrams of caffeine you have (the amount present in two cups of black tea or one cup of coffee) you should have a cup of water.

**Move.** Set aside a few minutes throughout your day to get up and stretch your legs. Taking a break from your desk allows your mind to refresh and regain focus.

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