Stay Healthy and Focused in the Workplace

2025 September WorkLife Services Newsletter

Here are some tips to stay healthy and focused at work:

Physical Health

1. **Set a Consistent Routine:** Sleep and wake up at the same time every day. Aim for 7–9 hours of sleep.

2. **Stay Active:** Incorporate at least 30 minutes of exercise, such as walking, yoga, or gym workouts, into your daily routine.

3. **Eat Balanced Meals:** Focus on lean proteins, whole grains, healthy fats, and plenty of fruits and vegetables. Avoid excessive sugar and processed foods.

4. **Hydrate:** Drink enough water throughout the day, aiming for 8–10 glasses.

5. **Preventive Care:** Stay on top of regular check-ups, vaccinations, and any required health screenings.

Mental Health

1. **Practice Mindfulness:** Meditate, journal, or use deep-breathing exercises to reduce stress.

2. **Unplug Regularly:** Limit screen time, especially on social media. Take breaks to enjoy hobbies or nature.

3. **Set Boundaries:** Learn to say no when necessary to avoid burnout.

Focus and Productivity

1. **Prioritize Goals:** Start with small, manageable goals and celebrate milestones. For example, if you're studying for an advanced degree, certification, or licensure, set study schedules for specific topics.

2. **Eliminate Distractions:** Create a clutter-free workspace and use focus apps if needed.

3. **Time Management:** Use tools like planners or apps to block out time for study, work, and relaxation.

Social and Emotional Well-Being

1. **Connect with Others:** Build strong relationships with friends, family, or mentors.

2. **Practice Gratitude:** Reflect daily on things you're grateful for to cultivate a positive mindset.

3. **Seek Help When Needed:** Don't hesitate to talk to a counselor or coach if you're struggling