

## Taking Care of Business And Yourself

# 8 Guiding Principles FOR HOW TO TAKE CARE OF BUSINESS AND YOURSELF

#### 1. Practice radical self-care



#### 2. Re-think your after work transition routine



Describe your favorite ways to practice self care.

Describe the after work transition routines that work best for you and your loved ones.

#### 3. Talk about the hard stuff and why it's hard

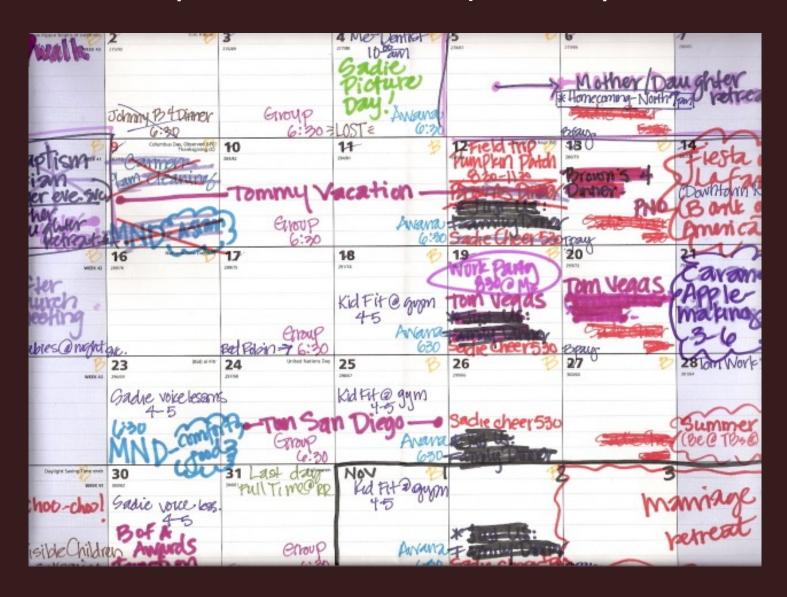


#### 4. Stop multitasking

"It turns out multitaskers are terrible at every aspect of multitasking.

They're terrible at ignoring irrelevant information; they're terrible at keeping information in their head nicely and neatly organized; and they're terrible at switching from one task to another."

#### 5. Redefine your relationship with your calendar



### 6. Make more time for the things that bring you joy



#### 7. Pause and renew regularly



Is there anything in your life or work that needs to go on pause right now?

Where would pausing allow space for more joy?

#### 8. Give yourself and others more grace



# THERE IS VIRTUE IN WORK AND THERE IS VIRTUE IN REST. USE BOTH AND OVERLOOK NEITHER.

~Alan Cohen, author of A Deep Breath of Life



We strategically advise and support organizations and individuals in growing and realizing their full potential in purposeful and balanced ways. We offer:

- Executive coaching
- Team coaching & development
- Leadership development training
- Strategic planning facilitation
- Keynote speaking
- Assessments for individuals & teams
- Life, career & business coaching