

## HOW TO BE PRODUCTIVE

### ... when summer beckons beyond your cubicle

The holidays might be over but it's still summer outside, so how can staff possibly stay focused on the tasks at hand in the office?

**Schedule (outdoor) breaks.**

There's nothing like a stroll, jog or swim at lunchtime to ease the FOMO (fear of missing out) that comes from being back at work and watching summer fly by. Even a 10-minute walk around the block each morning and afternoon can do wonders for waning motivation levels.

**Work smart, not late.** Daylight savings won't be here forever, so now's the time to soak up the extra daylight. It's also a time to create better habits: working smarter rather than harder will pay off year round.

**Be honest about where you're wasting time** and find a way to change the status quo – one painful habit at a time.

**Plan meetings in outdoor locations.** Can you hold a work catch-up at an alfresco cafe? Can you brainstorm a strategy paper in the garden at the back of the office? Don't underestimate the mental boost a short burst of fresh air can provide.

**Manufacture deadlines.** Your head may be at the beach but booking in immovable meetings/ deadlines is a good way to harness some oomph without continually needing to be self-disciplined.

**Get up an hour earlier.** Being back at work can hurt, but summer makes it easier to get up. Use this extra time to do one thing you love – a short walk, a lazy breakfast in the garden, or kick-starting your 2013 exercise goals – before you head to the office.

**SUE WHITE**

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