

HOW TO BE PRODUCTIVE

Look after your mind and body

You may not think of your body as your temple, but it's the best tool you have for getting through the day productively.

Take breaks The brain does best working in short, concentrated bursts. If you find yourself rehashing a problem with no solution in sight, taking a 15-minute break away from the screen will pay dividends.

Dine delicately A big meal can slow you down, but a light lunch and healthy snacks will keep your energy up for longer. Think nuts and fruit rather than chips and cakes, and remember, breakfast is the most important meal of the day; don't skip it.

Drink up Caffeine may feel like a quick energy fix but it's water that keeps your system going. Get plenty into you throughout the day by keeping a bottle on your desk or, even better, making yourself walk to the kitchen to drink a glass of water every hour (set a timer and don't ignore it).

Don't multitask Bosses may love it but brains don't. Our brains were built for doing one task at a time, and "switch tasking" (what we're actually doing when we think we are multitasking) exhausts the brain. Stay on one task at a time before moving on.

Slow your breath When we are busy or stressed, we breathe faster and send our body towards an unsustainable fight-or-flight response. Slowing your breath is one of the simplest ways to nurture your body. Try counting to four as you inhale, and four as you exhale. If things are particularly stressful, try to exhale for six or eight counts.

SUE WHITE

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