



## Get a Fresh Perspective

Routines, whether they stay the same each day or they routinely change, may eventually leave you feeling like you're in a rut. These ideas can flex your mental muscle and give you a fresh perspective.

**Get organized.** Maybe lack of motivation has led to some careless habits. Re-examine your systems and working methods, clean up your work space, delete old files from your computer and brainstorm new ideas. A fresh, organized work life can re-energize your outlook and help you feel like you have more time in your day.

**Challenge yourself.** Perhaps you've been doing the same job and the same activities for a while, and you consider yourself an expert. Remember, no matter how good you are at something, there's always room for improvement. Learn a new skill or challenge your abilities in a craft or sport you have already mastered. You might be surprised by what you discover.



The groundwork for many errors is laid during shift changes. Take time to clearly communicate, in writing or in person, important information for the next shift, and check in with those who worked the prior shift.

**Team up.** Find a mentor or someone whose attitude you admire, and have a cup of coffee together. Ask how he or she stays motivated and engaged. A rich conversation and some sound advice can help you feel renewed.

**The bottom line:** You don't always need outside factors to motivate you. Your most valuable reward might be the newfound sense of satisfaction that comes from doing your best.



## See the Positive Side of Shiftwork

Shiftwork has definite advantages. Some people even choose nontraditional work shifts, which can offer freedom and flexibility. **You can:**



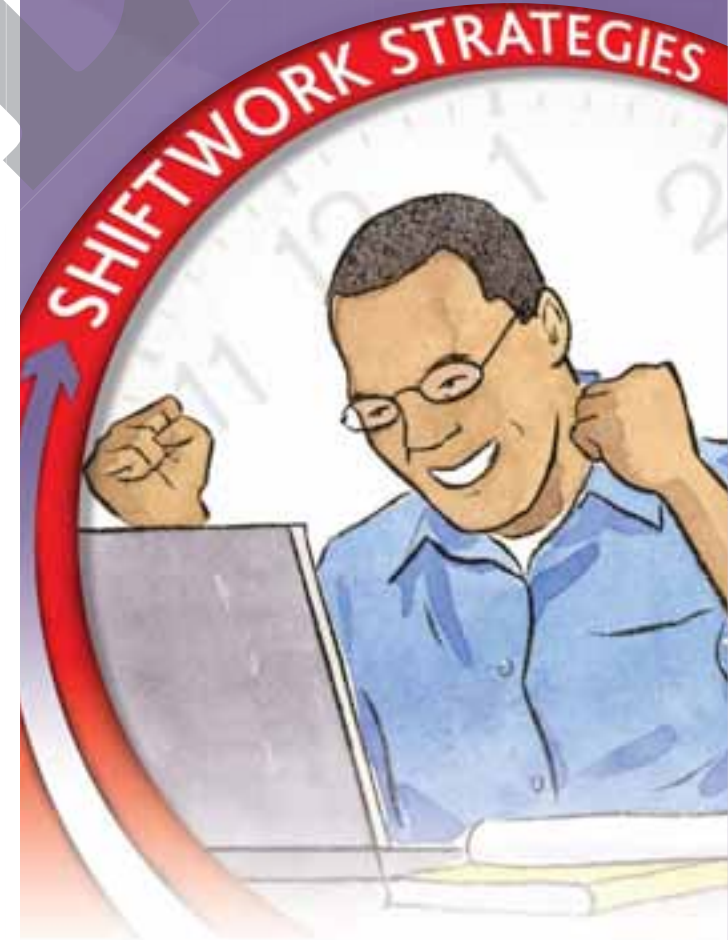
- See a matinee movie.
- Cook a special early-morning breakfast with your family.
- Be there to meet the kids when they get out of school.
- Shop during less crowded hours.
- Commute during lighter traffic.
- Volunteer at your child's school as a lunchroom monitor or classroom assistant.
- Visit the gym during off-peak hours.
- Enjoy the close bond that many shiftworkers share.
- Take a guilt-free nap in the middle of the afternoon.

**Final thought:** There are many reasons to enjoy and appreciate shiftwork. View shiftwork as a challenge you can meet successfully, and cultivate optimism in all aspects of your life. Success, better productivity and greater personal happiness are sure to follow.



# Be Your Best Around the Clock

Your Guide to Great Performance



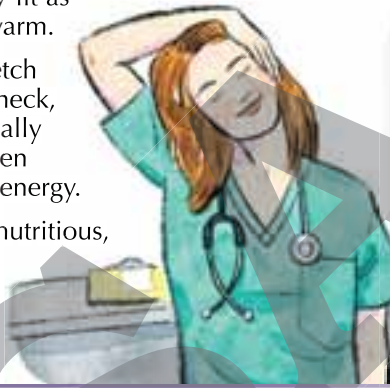
# Making Shiftwork Work for You

It takes skill, drive and common sense to work effectively and safely when your body would rather be sleeping. Don't get discouraged. It is possible to manage your schedule and meet the challenges of shiftwork with a positive attitude.

Those who cope well with shiftwork are committed to healthful habits. They also tend to be organized, motivated and generally optimistic in both their personal and professional lives. The techniques in this brochure can help you be your best, no matter what time of day or night.

## Are You at Your Best? 5 Keys to Peak Performance

- 1 Relax before your shift.** Garden, read, listen to music, walk the dog or hit golf balls at the driving range.
- 2 Straighten up.** Sit or stand with your spine properly aligned (chin level, shoulders in line with hips) to reduce fatigue and strain on your body.
- 3 Keep it cool and bright.** Make sure your work area is as brightly lit as possible and not too warm.
- 4 Stretch it out.** Stretch your arms, shoulders, neck, back and legs periodically to aid blood flow, loosen muscles and maintain energy.
- 5 Eat well.** Fill up on nutritious, low-fat foods and take a brisk walk after your meals.



### DID YOU KNOW?

Body functions slow down at night, so you may feel less thirsty when you work the night shift. As a result, many shiftworkers experience mild dehydration, which can lead to fatigue. Drink plenty of water when you work nights.



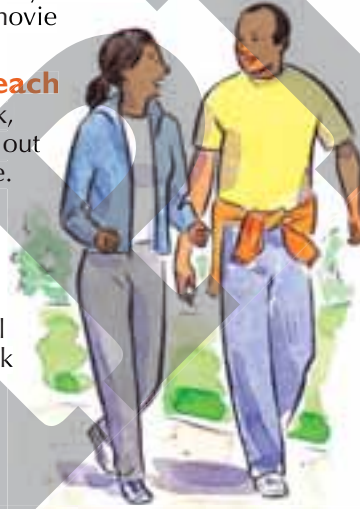
## Tap the Power of Optimism

Success on the job comes easier for people who are generally positive toward their work and their co-workers. These people try to avoid negativity in the workplace, and they aim for the common goal of a job well done. Sometimes, however, that's easier said than done. **Ways to feel more optimistic today:**

**Start a good-mood scrapbook.** Get a notebook or other scrapbook for keeping special mementos, such as a photo of your child or pet, a line from a funny movie or a note from a friend.

**Put some cheer into each day.** Read an inspiring book, see a funny movie and seek out optimistic, successful people.

**Exercise often.** Physical activity improves mental health in many ways — it raises self-esteem, promotes relaxation, and helps control stress and depression. A brisk walk or other energizing activity is a sure way to boost a sagging spirit.



## Ways to Feel Better Fast

If you're eating a sensible diet, staying physically active, getting good sleep and managing stress, you're probably feeling pretty good most days. But fatigue can still come knocking; when it does, your body and mind slow down and work becomes more difficult. **Instant pick-me-ups:**

- **Cold drink.** Instead of hot coffee, have a glass of ice water or cold 100% fruit or vegetable juice.
- **Mini-break.** Take a few minutes to stretch, do calisthenics or go for a brisk walk.
- **Deep breaths.** Inhale deeply and slowly, then exhale slowly. Repeat four or five times.

### BEST PERFORMANCE BOOSTERS?

**Sleep.** No matter how busy your schedule, never skimp on sleep. A few more hours of shut-eye can make a world of difference in your energy level.

**Stress management.** Stress leads to distraction and sleep problems, and it might even be connected to some health problems. You can't totally shut out stress, but you can reduce it by adding more fun to your life, and by practicing relaxation techniques and exercising to relieve the tension.

## Breaks: A Boost for Body and Mind

Do you skip your breaks? Think about the reasons why you miss out on this important time to yourself. Check off the reasons why you may avoid taking your breaks.

- I have too much work to do.
- I didn't bring food from home, and I can't be bothered to go out.
- There's nothing open at the time I work.
- If I leave my work space, I'll have dozens of e-mails and voice mails by the time I get back.
- It's too hot (or cold, windy, rainy or late) to go out.
- Others will think I don't care about my job.

**Why breaks are important:** Research shows that people who take their regular breaks have lower stress levels and fewer cases of both

absenteeism and "presenteeism" (being at work but not at their best). For benefit of mind and body take your scheduled breaks. You'll probably return to work with renewed concentration and energy.

### Break-time ideas

- Take a 15-minute walk.
- Read a book or magazine.
- Enjoy a healthful snack.
- Call a family member or friend.

**Just leave your work space behind for a little while and simply relax.**

