

KEEP YOUR FOCUS

- Live in the moment.
- Have confidence in your ability to do your job well.
- Reduce clutter.
- Eliminate distractions.
- Pace yourself.



working well



Excel Under PRESSURE



Hurried. Anxious. Overwhelmed. Do these words remind you of anything? For many people, these conditions result from working under pressure. They also work against concentration and productivity. Reduce your stress and work more effectively. Learn to face deadlines and other pressures with calmness and focus.