Choose and complete activities on the list provided or come up with your own.

**STRESS MANAGEMENT**

1. Write down three things you are grateful for.
2. Plant a new flower/fruit/vegetable.
3. Write a letter to yourself reflecting on your favorite qualities about yourself.
5. Make a playlist of your favorite songs and listen to it on the way to work.
6. Read a fiction novel for at least 30 minutes.
7. Break a larger project into smaller, manageable tasks.
8. Create and implement a relaxing bedtime routine.
9. Complete a breathing or meditation exercise.
10. Choose and fill in your own activity.

**WORKPLACE RELATIONSHIPS**

1. Practice active listening when conversing with a colleague.
2. Start your meeting with a fun, non-work-related question.
3. Ask for constructive feedback on your work from a colleague.
4. Ask a colleague to go on a walk with you during lunch.
5. Compliment, praise, and show appreciation for a colleague’s work when you notice something done above and beyond.
6. Share one extra, more personal comment about yourself during a work conversation.
7. Write a thank you note/email for a colleague who helped you with a task.
8. Go on a coffee break or get lunch with a colleague you don’t interact with often.
9. Respect your colleagues’ time by showing up on time to meetings.
10. Choose and fill in your own activity.

**CONFRONTING BURNOUT**

1. Try to limit overload by using a prioritization tool and identifying what’s urgent and what’s important.
2. Discuss specific concerns with your manager to find a healthy balance.
3. Highlight your many successes and the value you bring to the organization to your manager/teams.
4. Write down your career goals and future plans.
5. Set clear expectations and communicate regularly with your team.
6. Turn off your email notifications when the workday is over.
7. Take a mindful minute before a meeting.
8. Step outside for a couple of minutes during the workday to get fresh air.
9. Have a daily “check-in” with yourself and reflect on your needs.
10. Choose and fill in your own activity.

**WORK-LIFE BALANCE**

1. Try not to send emails before 7 a.m. or after 7 p.m.
2. Do not schedule any Friday meetings.
3. “Schedule” your emails to be sent during working hours.
4. Assign tough high-concentration tasks to the time of day you are most productive.
5. Work only from your workplace.
6. Clean out and organize your workspace.
7. Step out of the office for your lunch break and don’t do anything work-related.
8. Plan a one-day staycation for a Saturday or Sunday.
9. Make a “to-do” list and take care of important tasks first.
10. Choose and fill in your own activity.

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