



"If I stop to smell the roses, then all the other flowers will expect me to smell them too and I'm just too busy for that!"

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## Quick Tips for Occupational Wellness

**Occupational Wellness: Preparing and making use of your gifts, skills and talents in order to gain purpose, happiness and enrichment in your life.**

**Take a break!** Taking breaks actually improves job performance, and it also helps reduce overall work stress. Just a few five-minute breaks scattered throughout the day can help strengthen mental focus and clarity. Get up from your desk, stretch, chat with a coworker and walk around the office for a minute. Do a short meditation to clear your mind and refocus your energies.

**Make a list, and be realistic.** Use simple time management techniques to reduce stress and improve your ability to get work done. One simple time management tool that will help you keep track of daily tasks is the to-do list. Place items on the list in order of importance, and make sure to give yourself some breathing room.

**Organize your workspace.** A clean, neat and organized workspace makes it much easier to keep track of everything that is going on, reducing feelings of anxiety. If you can't find something you need or you're sitting in a big pile of clutter, you're much more likely to feel frustrated and overwhelmed. Instead, take the time to regularly clear your workspace for maximum usage and minimum annoyance.

**Take a class.** If you're considering changing careers, or if you just want to sharpen your skills for your current job, signing up for a class is a great place to start. Learning more about what you're doing will help you feel more comfortable and effective at work, and it may land you a promotion. The more you explore your dreams in the classroom, the more freedom you'll have to move in the direction of your dreams in real life!

**Set mini-goals.** Everyone has big dreams and aspirations, but setting mini-goals at work will help you get through your days. When you set a mini-goal like, "I'm going to finish these reports by noon," you turn work into a game. Sure, you'll still need to focus on quality, but these benchmarks are just for fun and motivation. If you don't finish the reports by noon, it's no harm, no foul. If you make it, it'll be like winning a race!

Ultimately, true Occupational Wellness involves doing what you love, and loving what you do. Everyone is different, and we each have our own piece of the puzzle to contribute. As you search for your unique role in the working world, remember that it's the people who do what they love that truly make the difference.

Source: <http://www.123feelbetter.net/quick-tips-for-occupational-wellness/>