

Stress less ...and get more done!

Feel overworked and under-rewarded? You're not alone! The pressure of today's plugged-in world is not only stressful, it actually makes us *less* productive. Not to worry! "While you can't control time, new research has made it easier to take charge of it," says Christine Louise Hohlbaum, author of *The Power of Slow*. In fact, you can start feeling more motivated, productive and even relaxed right now, if you simply . . .

Get more done by aiming to do less!

Sound crazy? Believe it or not, you'll actually accomplish more things by following this advice! Picking just one thing you need to do automatically tricks you into slowing down. "And that psychologically frees up a space in your head that allows you to think clearly and avoid the silly time-consuming mistakes that come from rushing," declares Michael Neill, author of *Supercoach*. It works so well, in fact, many of Neill's coaching clients tell him it's their most effective time-management tool!

✓ **Your success-without-stress Rx:** On a sheet of paper, write the one thing you most want to get done today; then, on another, jot everything else on your to-do list. Only when "the one" is finished can you move on.



Boost creativity by taking a "Ma" moment!

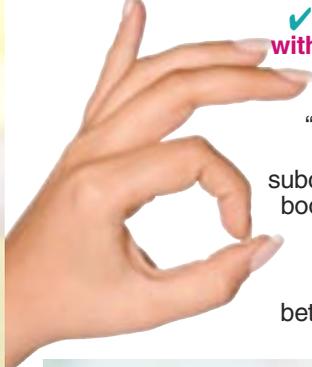
"The Japanese have a concept known as 'Ma'—a few minutes of doing nothing between tasks—that enhances what comes next," says Hohlbaum. And research shows it's smart to do, as it lowers levels of the stress hormone cortisol, while boosting problem-solving skills.

✓ **Your success-without-stress Rx:** Spend five minutes gazing out the window or listening to music. Make it a habit, and you'll create a response that automatically makes new tasks seem less daunting.



Feel in control by just saying "fine!"

In a survey, 82% of people said they always or sometimes respond to the question "How are you?" with "Busy!" " 'Busy' has become the new 'fine,' " says Hohlbaum—and that's a problem! Why? This type of verbal "stress response" triggers tension that makes to-dos loom even larger, while diminishing your ability to deal with them!



✓ **Your success-without-stress Rx:** Stick to answers like "fine!" or "great!" Both give you a subconscious mood boost, so you'll feel better and less pressured, helping you *do* better, guaranteed!

Maximize motivation by rewarding yourself!

Knowing you have a reward waiting at the end of the day makes whatever you have to do along the way seem easier.

✓ **Your success-without-stress Rx:** Promise yourself that favorite dessert or plan to see a movie or go bowling—whatever you'll look forward to doing at the end of the day or week or month. Then go for it, and see if time doesn't fly just a bit faster between here and there!



Tip!

Help yourself to a handful of walnuts when you're stressed. Their omega-3 fatty acids boost brain function, and leave you feeling better and working smarter!



Rejuvenate by setting a deadline!

Being equipped with smartphones, laptops and other gadgets makes it possible to work even when you're not at the office. As a result, you can feel pressured to be working all the time, even when you're home—and that unrelenting pressure makes it difficult for you to ever feel accomplished or motivated.

✓ **Your success-without-stress Rx:** Designate a time—it could be 5 p.m. or 9 p.m.—when you'll stop for the day every day and move anything left over to tomorrow's list. You'll sleep better and wake tomorrow refreshed and ready!

—Barbara Hustedt Crook

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