**Tip of the week – “Stay focused and productive”**

With today’s busy lifestyles it’s easy to become overwhelmed with “must do’s” and “should do’s”.

Here are some strategies to help keep you focused from first thing in the morning

* Ensure you wake up in good time to allow a bit of “you” time before the day starts
* Spend 5-10 minutes doing some deep breathing and stretching
* Eat a healthy breakfast
* Create a to do/priority list
* Spend 20 minutes clearing/making an impact on your inbox
* Schedule in some “down” time
* Spend 10-15 minutes reading the news