

# GETTING MORE FROM MONDAYS

Loving the start of a new work week may be too much to expect, but everyone can do something to get more from Mondays.

## Preparing for Monday

**Plan for Monday on Friday.** Avoid losing your Sunday to Monday. Create your next week's to-do list at the end of this week. Set a goal for the day (Monday).

Begin the list with a task you enjoy. Plan something pleasant to anticipate on Monday, such as lunch with a friend or a fun after-work activity. Integrate a creative sprint:

Carve out 30 minutes on Monday, if possible, for focused effort on innovative work or a passion project to boost your engagement. Slot it into the day when it works best for you.

**Close out your email inbox.**

Spend 15-20 minutes on Friday afternoon cleaning up your inbox so next week is free from this week.

Unsubscribe ruthlessly.

**Make regular social plans on Monday nights.**

Live your life on weeknights, not just on weekends.

**Mind your peas and queso.** Watch what you eat (and drink) over the weekend so your body can start the work week in top form.

**Stay close to your weekday sleep and wake times on the weekend.**

Staying up or sleeping in late on the weekend can disrupt your sleep on Sunday night. Try to stay within one hour of your weekday average schedule.

**Refocus with intent.** Shift your mindset to reconnect with your purpose. Unplug early from technology for better thinking and sleeping.

**Delay the dentist.** Avoid adding any optional but unpleasant tasks to the first day of the work week (unless you really need to see the dentist).

**Ready yourself on Sunday to relax your pace on Monday.** Choose confident clothing for starting the work week. Set out favorite breakfast items. Pack in advance for workouts or other weekday after-hours activities. Plan to order takeout food or eat weekend leftovers for Monday's dinner.

## Getting a Positive Start

**Rise early.** Give yourself extra time to avoid rushing.

**Start mindfully to address body, mind, and spirit.**

Follow a positive routine like listening to music (your morning "wake-up song"), meditating, reading or listening for personal growth, journaling, or exercising. Enjoy your favorite morning beverage. Delay checking your phone.

**Seize the day(light).** Seek natural light early to boost your mood and reset your internal clock.

**Reflect on the good.** Think about the things you like about your work.

## Powering Up

**Show up strong for yourself.** Own your worth.

Practice self-care. Say "No" with confidence. Cut yourself some slack.

**Focus on progress over perfection.** Appreciate that small steps contribute to great strides.

**Work your plan.** Follow the list you made on Friday.

**Tackle the fun task early.** This task (from your Friday list) can give you momentum for the rest of your day.

**Build in buffer time.** Set aside time for ideation (thinking of ideas or options) before dealing with critical issues or participating in group discussions.

**Be mindful about email.** Avoid early morning inbox checks; it makes you reactive, not proactive. Use "inbox rules" to automatically sort incoming messages into folders (especially non-urgent messages). Time-block your email check-ins throughout the day, such as three times for 20 minutes each time, rather than constantly checking. Pause before responding to stressful messages. Follow the "one-touch" rule: When you open an email, decide immediately to Delete/Archive, Delegate, Do (if it requires under 2 minutes), or Defer (flag it for later).

**Minimize distractions.** Avoid scrolling through social media posts. Turn off notifications on your phone. Close unnecessary browser tabs.

**Get up and move.** Take mini-breaks throughout the day. Get up to stretch, grab a healthy snack, or take a short walk to boost your energy level or reconnect with colleagues.

**Take a gratitude break.** Continue a personal "gratitude challenge" for the week or month.

