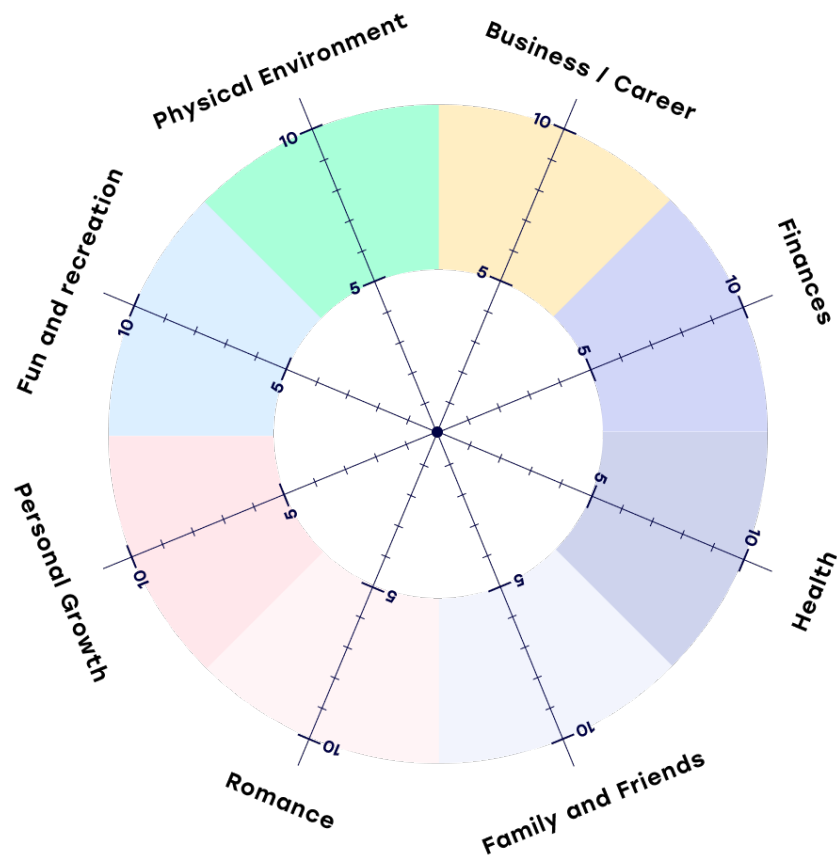


Hybrid Work Model: How to Reach Your Professional Peak Performance?

The Wheel of Life

Process:

- 1) Think through how satisfied you are in each of your areas of life and mark your scores on the Wheel (1-10).
- 2) Identify what you are most satisfied with and least satisfied with. Describe what it is that you are doing that is making you satisfied. For your least satisfied category describe how you will plan to change that. Set yourself a time-limit by when you are going to achieve this, and stick to it.



I'm **most satisfied** with these life categories:

because I'm **doing**:

I'm **least satisfied** with these life categories:

and I **will change this** by doing:

A practical checklist for staying in the best shape when working remotely:

- Remember that to function properly, your brain needs:
 - Supportive routines** – morning activities, setting the tone for the workday, daily rhythm, evening rituals, etc;
 - Variety** – conscious relaxation after exerting yourself, changing position, change of environment, etc;
 - Contact with the physical world** – moving yourself, playing with pets, enjoying flavours and aromas, direct interaction with others, etc.
- Before work, take a **morning walk outside**. And after work as well.
 - A hint – turn it into a challenge with your colleagues, so that you can **encourage each other**. You can use apps, like HabitShare.
- Put on your **“work clothes”** before starting your work day (at home).
- Fix certain times to **start and end the workday**. If possible, turn off the notifications of your smartphone and don't check work e-mails after work.
- Regular sleeping rhythm**, with 7-9h of sleep.
- Nutritious meals**. Use lunch and coffee breaks to put work aside.
- Take **small pauses** and **stretch yourself** at least once every hour.
- Meetings should last 50 minutes** (not one hour). That gives you time to relax your body and mind between meetings.
 - If possible, do not arrange video meetings one after the other. **Keep breaks between the meetings**.
- Set up a **fixed workplace at home** (if possible, an ergonomic desk + chair + screen at the right height). No working from the bed or sofa, etc.
- Consciously **plan some fun activities** and time to just relax, into your week – good books, TV series, cooking, walks in the nature, board games, etc.
 - Make sure to have some pleasant activities and good thoughts every day.
- Meet friends and family**, go walking together, call your relatives, etc. Social interaction is important!
- Think, what are the **core pillars** of your life and consciously set aside time for them.
- If you do not feel so well, talk to your superior/HR manager.
- Take five minutes at the end of each day** and write down what steps you took, what makes you happy thinking about your day and what makes you feel grateful.

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