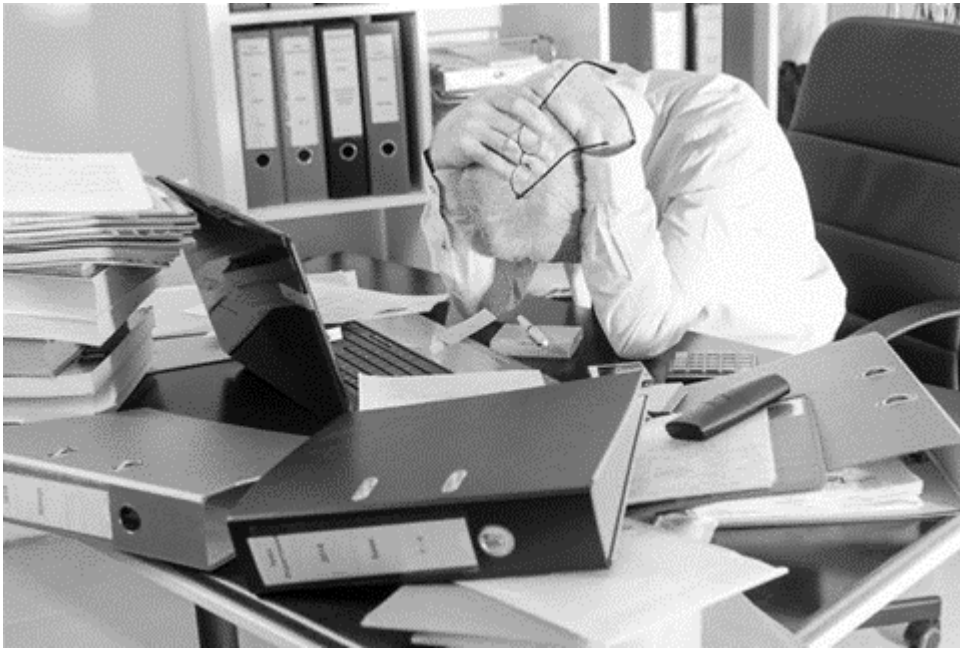


Ready For Work Picture This



What is wrong in this picture? As you can see in the picture above there is an office worker that looks frustrated and stressed and all his work area is just a chaos. The first few hours of the work day can have a significant effect on your level of productivity over the following eight, so it's important you have a morning routine that sets you up for success. How you begin your morning often sets the tone and your attitude for the day. It can also derail or direct your focus. If you remain committed to good morning work habits, you won't fall prey to feeling unproductive and distracted at the end of the day or week.

Organize your workspace; clearing off the desk and creating a neat workspace sets a tone for the rest of the day. Make sure all your equipment and tools are ready to use if needed before start your work, take time to assess you and take time to revitalize yourself so that you can keep your momentum going and then start your work day safely.