

# MAKING THE MOST OF YOUR WORK DAY

## Choose your attitude.

Focus on what you can do at work to make things run more smoothly. Focus on solutions, not problems.



## Embrace change.

Have a positive mindset about change. Get involved and be a part of implementing new changes. Keep your skills current so you're ready for the next change.



## Make time for focused work.

You'll feel less stressed if you focus on one task until it's complete. Then allow yourself an interruption like checking email or chatting with a friend.



## Seek out mentors.

A mentor can teach and advise, and offer support with work challenges and tough decisions. Research shows employees who have a mentor earn more and are more productive.



## Keep learning and growing.

Develop networks at work. Volunteer for special projects to help you grow. Write down your goals and review them regularly with your manager. People who are constantly learning new things advance more quickly in their careers.



## LifeWorks

Call toll-free:

TTY:

[www.lifeworks.com](http://www.lifeworks.com)

User name:

Password:

These tips were adapted from the award-winning LifeWorks booklet *Work Life Play: Making the most of every day*.

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