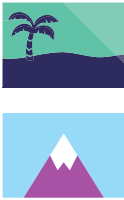
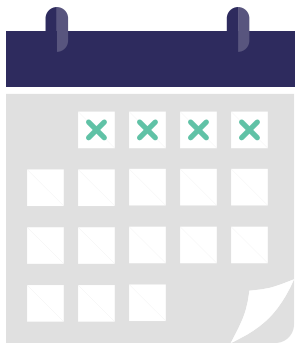


HOW TO STAY PRODUCTIVE DURING THE SUMMER SEASON

It seems like half of the office is out, and the warm sunny days make for easy daydreaming. Here are some ways to stay focused during the summer.

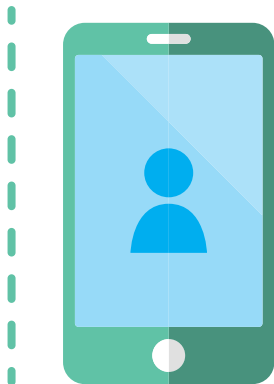
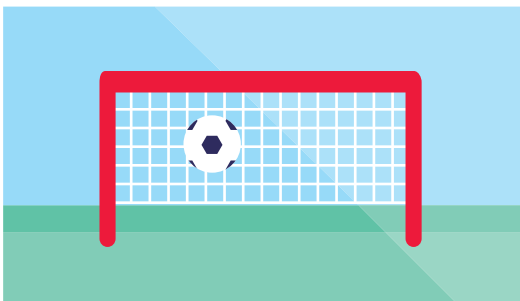


BE CALENDAR SMART

Make sure vacation schedules don't leave holes in your team. If you have only two experts in one area, try to see that they are not on vacation at the same time.

SET MANAGEABLE GOALS

Break up your duties into small bundles that you can tackle and finish in specific time frames to keep you motivated throughout the day.



AVOID DISTRACTIONS ON YOUR COMPUTER

It's easy to drift over to social media or personal email. Consider closing everything but your work tabs.

DRESS PROFESSIONALLY

If your office is normally business casual, stick to it — even if it's warm out. It will help keep your mind at work.



TREAT YOURSELF

Have lunch with a c-worker at an outdoor restaurant. You'll get a taste of the nice weather and it can help build team spirit.