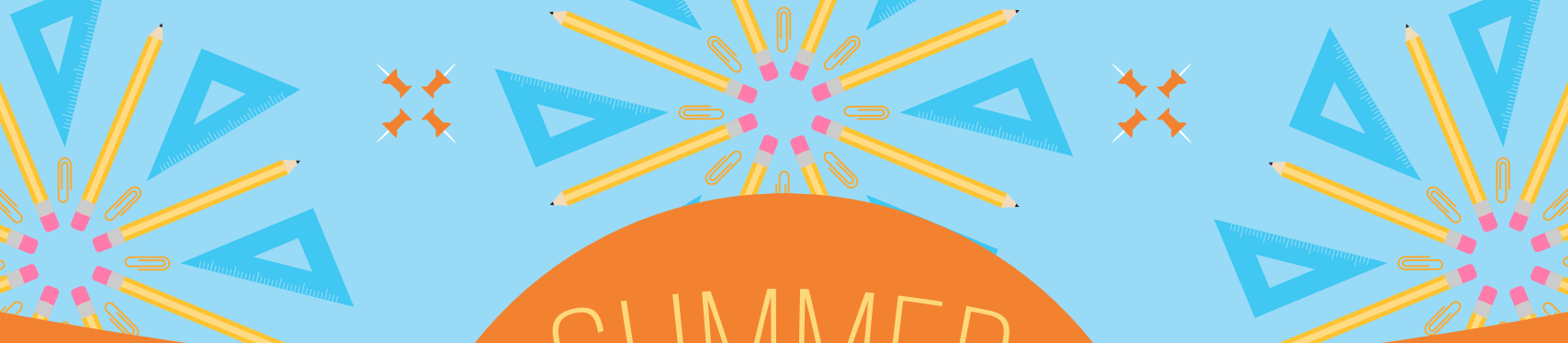
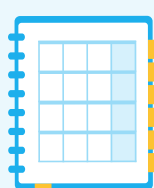




SUMMER PRODUCTIVITY TIPS

It can be tempting to daydream your way to a summer vacation, but your job still needs to be done, and keeping organized makes for a stress-free holiday once it arrives. Here are a few tips to keep yourself focused at work without letting summer pass you by.

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Plan for the Season

- Plan your vacation schedule early with your boss
- Coordinate your work with supervisors and co-workers so everything is covered
- Shift your work priorities to match the summer plans of clients



Work-Family Balance

- Plan for your children's summer in advance, for daycare, camps and other activities
- Investigate telecommuting options to save time and energy in traffic



Use the Summer Slow-Down

- Get a head start on upcoming projects and planning for fall
- Catch up with clients you haven't connected with lately
- Clean and organize your email inbox and file cabinet



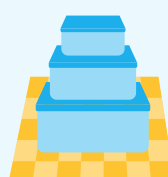
Summertime Ergonomics

- Use the "ideal zone" of 68 to 73 degrees Fahrenheit for best productivity
- Adjust your work station lighting to balance comfortably with daylight
- Add a chair cushion or pad to avoid sticking to leather or vinyl chairs



Bring Summer Inside

- Spring clean your desk to brighten your workspace
- Have a garden? Bring fresh cut flowers to work
- Change up breaks and lunch with fresh fruit and veggies



Build Summer into Weekdays

- Keep the barbecue in your meal plans
- Make-ahead potato and macaroni salads save time
- Go outside for lunch and breaks

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