

ADMINADVANTAGE

The Exclusive Online Magazine for Administrative Professionals

January 2018



The Financial Advice You Wish You'd Received at 18

FEATURES:

10 Tips on Etiquette in the Co-Working Office
How to Achieve Happiness
Looked for a Job Lately? Things Are Different in 2018

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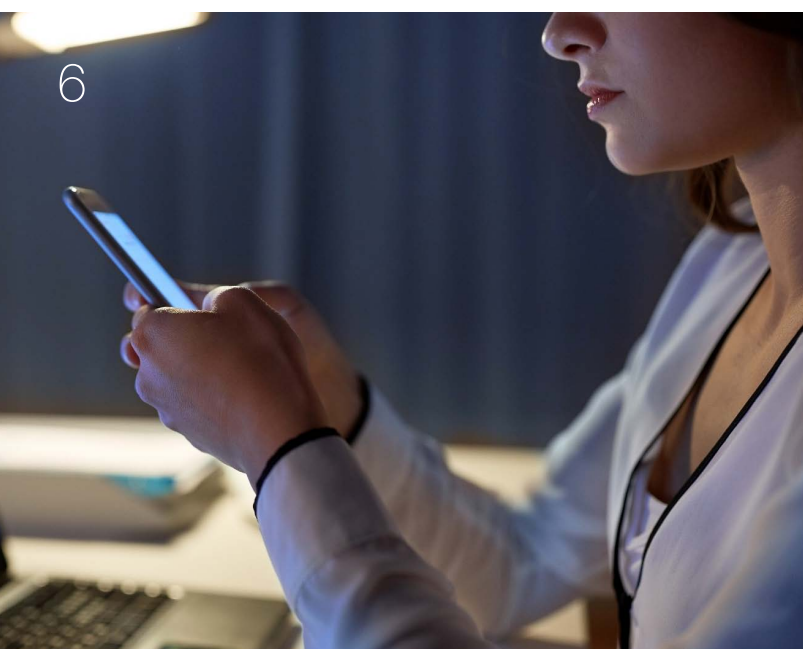
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Share the knowledge in 2017!

10 Tips on Etiquette in the Co-Working Office

By Vera Jaman

For the lone freelancer or the newly launched startup, co-working is the ideal office space solution. Flexible, sociable, affordable and convenient; it provides the facilities typically offered in a serviced office - but with the emphasis on sharing. ▶▶

However, in any situation where strangers are brought together, incompatibilities can and do occur. Whether they be differences of opinion, pet peeves, or even ruffled feathers. Co-working comes with its own conventions and occasionally, written rules of engagement. Fret not! We've gathered a list of dos and don'ts to avoid becoming the talk of your co-working space - for all the wrong reasons.

1. Be friendly...

It might seem insignificant, but greeting your neighbors with a smile can do wonders to enhance your shared working environment. Not only are happier work environments more productive, making an effort to interact with your fellow co-workers may earn you some valuable networking contacts - or a meet cute.

... but, not too friendly

Know when to reel it in. Even if you and your new BFF are getting on like a house on fire, be aware that you are part of an open, shared workspace. Sociability is of course key to co-working, so there's no need to resort to passing notes. However shared office spaces are not the place for garrulous conversations.

2. Hanging on the telephone

A fully equipped co-working office will likely have a dedicated area or soundproof booths for phone calls. Even if their use isn't mandatory, utilize them anyway. Tempting as it may be to take a call at your desk, even a quick one, consider your co-workers. They have more important things to be concerned with than your dinner plans. Respect the shared space and, where possible, take all calls away from the workstations.

3. Turn it down from eleven

Ambient office noise can vary from workplace to workplace and the same applies to co-working spaces. Foot traffic, banging doors, even blaring

earphones. What might be considered tolerable in one building may be unacceptable in another. Don't be that guy. Adhere to the noise policy of your service provider and keep your own ears free of complaints.

4. Keep tidy

Show consideration for the co-working space by keeping your coffee cups, food wrappers and other waste to a minimum. Seriously, no one wants to sit next to a rubbish dump. Organizing your desk effectively will both reduce the risk of upsetting your neighbors, and help improve your own productivity.

5. Food for thought

To help maintain your energy levels, most co-working sites provide a coffee bar or snack counter. Many offices also come equipped with self-service kitchens and dining areas. Make sure to follow the house rules when it comes to heating and eating. It's unlikely anyone else will appreciate your leftover tuna bake as much as you. Least of all whoever's next in the queue for the microwave.

6. Under my roof

Every co-working provider will have a list of guidelines on what they consider appropriate use of the shared office space. Some places may be fine with children or pets being brought to work. Others may not permit them to safeguard the comfort of their clients. Too much cute can indeed be a distraction.

WORKSMART

7. Your plus one

All co-working sites provide facilities for meeting with clients or external collaborators on site. Even a break-out area may be offered as an appropriate spot for an informal meeting. However, few will appreciate you signing your mate in to take advantage of the free coffee refills.

Co-working may have a reputation for being sociable and flexible, but it is still a site for professionals. In general, if your visitor is not work related, don't invite them in.

8. Strike a pose

Many co-working spaces feature trendy offices and eclectic decoration. Some are so far removed from the traditional office, they feel like a home from home - but they aren't! Unlike the corporate environments of the suited and booted, co-working generally encourages casual to smart casual wear. However, no space is so informal you can turn up in pyjamas. Be discerning about your wardrobe and leave the fluffy slippers under your bed.


9. Live and let... others use the facilities

Whether it's the networked printer or a meeting room, remember you are sharing them with a myriad of other co-workers. Selfishly commandeering the amenities is a fast-track way to the receiving end of scowls and complaints. Avoid over-booking the conference rooms. Similarly, if you no longer need a reservation, cancel it. There could well be someone else desperate to grab that spot.



10. Last orders

While some co-working spaces are 24 hours, the vast majority aren't. On entering a new shared workspace, make sure to note their closing time and wrap your work day up at least a few minutes before then. The host will politely remind you to leave if it comes to it, but they shouldn't have to. Overstaying your welcome always ends up awkward.

Now that our list has you ready to join the world of shared workspaces, remember community is at the heart of successful co-working. Be considerate of others and enjoy being part of a working collective. 

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How to Achieve Happiness: The First 3 Things You Need to Give Up in Order to Be Happy

By Diane Forster

Oftentimes, we believe we need to “add something” into our lives in order to be truly happy... more money, better job, a spouse, a new car, a baby. The truth is, by removing things, we create the space to find more happiness in the simple things. It’s in the simplicity that happiness finds its way into the cracks of ordinary moments that we tend to take for granted. ▶▶

Here are three things you need to eliminate from your life to feel more happiness each day.

1. The need to please others

It's not possible to please everyone all the time. It's not even possible to please any one person most of the time. The level that someone may or may not feel pleased by someone or something is entirely up to that individual. You have nothing to do with it... sorry, it's the truth. Therefore, doing things because we think it will please another is the wrong reason to be doing it. The only reason to do it is because YOU want to do it JUST FOR YOU! If you're doing it to elicit a response, you can expect to be disappointed often, which won't leave you feeling happy.

For you, you need to do things that make YOU happy and let go of how others feel about it. If it makes you happy, then the people in your life who truly love and care about you will be supportive of you. If they are not, well, there is a good chance you shouldn't be spending time with them any longer anyway. Doing for others, whether it be something for them or you do because of what they may think, will leave you feeling sad and disappointed far too often.

2. Inflexibility

Stuff happens... constantly. Technology breaks. Kids get into trouble. You get a flat tire. People cancel plans on you. Schedules get moved around. Restaurants run out of your favorite meal.

LIFESTYLE

The one constant in life is change. If you're too structured and rigid in the way you live and in your views, that is a guaranteed detractor of happiness. Let go and let flow. Being flexible allows you the opportunity to pivot and change direction, without it affecting your day in a negative way. By being more flexible and relaxed, you'll start to notice some more of the magic that shows up in your life by all the "coincidences" that show up. For instance, if you weren't stuck in traffic and late for your appointment, which set your day back a bit, you wouldn't have run into that old friend you haven't seen in years. Just trust... there are no accidents. Everything happens for a reason, even if you don't know it in the moment. So, do your best to relax and be flexible.

3. Perfectionism

Nothing is ever really done, and there really is no such thing as perfection. What may look like perfection to one person looks like a disaster to someone else. Once the house is perfectly clean, all it takes is the kids to come home and one meal to be cooked in the kitchen, and in an instant, no more perfection. Have you ever noticed that the "To Do" list never gets done? You may be able to check off all the items in one given day. But, sure enough, there's more "To Do" the next day. When you pause for a moment and realize this fact, you can stop and congratulate yourself for what you actually DID accomplish and spend less time beating yourself up for what didn't get completed yet. It's in those moments of choosing to feel the accomplishment where your bliss is. Release the

attachment to be always "doing, doing, doing." "Happiness is a choice, it's not a condition. Choose your happiness above all else. The rest will fall into place. Those that fall away from your life need to. Those who stay deserve to." These may seem simple, but it is in the simplicity of life where our joy resides. So, give it up and make yourself happier.

Affirmation Statements:

LOVE IT!: I STRIVE TO PLEASE MYSELF AND BECAUSE OF THAT, I AM HAPPY.

THANK IT!: I AM SO GRATEFUL FOR MY FLEXIBILITY AND EASY MINDSET.

BRING IT!: I HAVE THE POWER TO FEEL MORE JOY AND HAPPINESS EVERY SINGLE DAY!

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Savings

The Financial Advice You Wish You'd Received at 18

By FXB Trading

Good financial advice is priceless, and the sooner you get it and apply it the better off in life you'll be. ►►



Today's 18-year-olds who are preparing to go to university do so knowing that they are going to rack up a sizeable amount of debt by the time they graduate.

Has anyone sat down with them and fully explained the impact debt has on their life?

Advice about the benefits of getting a good education are echoed everywhere but strangely enough young people get little formal advice about financial planning through regular education channels. Aside from what they hear from their parents, who aren't always the best at giving guidance on money management, they learn by experience.

The internet offers lots of financial advice in return for a few keystrokes and a couple of clicks but there's so much out there and much of it is confusing and contradictory.

The financial challenges faced today make being engaged with the world of money more important than ever. Job security is something we reference in history books, banks are a very different entity to what they once were and the world is evolving at a far greater pace than it has ever done in the past and these changes are impacting more people, more quickly than ever before.

1. Be a saver not a debtor. Few people truly understand debt and its implications. The first real exposure to debt in life is usually the aforementioned student loan. However, they aren't a true reflection of debt. It's actually more like a graduate tax. The amount is paid off over 30 years and how much you repay depends on how much you earn. If you earn less than 21,000 a year, you don't pay back a penny. According to analysis by the Institute for Fiscal Studies, more than two-thirds of graduates will never repay their entire student

loan which hopefully makes you think a bit more carefully about what you choose to study. This is explained more fully in point 3. Saving, especially savings which earn interest, seems to be like an endangered species to people under a certain age. If you have kids open a savings account today, instead of presents (or as well as) ask gift givers to make a deposit into their account and let that snowball gain momentum. By the time they're 18, you will have already opened up so many more options for them even if going to university isn't on the agenda. While your savings will be your fall-back position in case something unexpected comes along (good or bad) which requires immediate funding. As for debt it's not all bad. If the debt you take on leads to an additional income that covers your debt payment it's a good thing. However, any other debt should be avoided if possible.

2. The sooner in life you learn the value of money the better. Getting a job at an early age might be one of the best things a parent can do for a child because there's nothing like having to work to make you appreciate the real value of money. The less you earn and the harder the work, the better this lesson becomes.

3. Make yourself valuable. Gaining knowledge is great, but having skills generates a salary. Whatever you choose to learn, make sure you understand its value in the market place and how much potential employers value it. The best education is the one that combines your natural talents with knowledge and makes you

sought after. Being better than others at doing something naturally increases your value. And if you're also doing what you love you're as close to finding the meaning of life as anyone usually gets. This applies to more than the education you get in school or university. Some people just aren't cut out for academia, but that doesn't mean they not smart or can't benefit from education. Getting financially educated will also make you more valuable. However, this will be explored later.

4. Stay liquid. Running out of cash is the financial equivalent of a heart attack (loan=defibrillator, bank=hospital - and who likes having to go to a hospital?) This is related to the first point but staying liquid is also about paying off your credit card at the end of the month (don't get more than one) and having the leverage to get a better deal. Without liquidity none of this is possible and means you're already sliding down a slippery slope into bad debt.

5. Learn to budget. This can only follow after getting to grips with point 2. Once that is in place you need to understand where the money comes in and where it goes out again. This skill makes it easier to economize when things get tough (as they do for everyone at some point in life) and you'll be better placed to gauge the affordability of any major financial purchase or investment you want to consider.

6. Buy property. Everyone needs a roof over their

TRAINING

head so buying a property is essential. However, if that roof over your head ends up costing you all your liquidity and limits your financial options then it's the wrong property. If your property can generate the funds to pay the debt then you're on to a winner. Perhaps you'll rent some rooms, or convert a property into flats and live in one while renting the others. There are plenty of options that can make owning a property less of a financial burden. The sooner you can find a way to stop paying rent the better.

7. Learn to financially analyze. If you are doing points 1-6 this is going to come naturally. But getting into the habit of analyzing your financial decisions in three scenarios: best, worst and most likely will ensure your financial footing remains secure. It will lead to better investments and sound investing and gives you the luxury of backing your own judgement. You'll manage your investment debts far better this way too.

8. Don't gamble. Gambling has become one of the biggest growth industries around the world and they're getting more and more sophisticated about how they get you to gamble. It's addictive, destructive and you always end up losing. So, unless you're comfortable with setting alight a wad of bank notes in your ashtray, stay well away.

9. Invest wisely. Your day job provides a reassuring monthly salary, but it also gets heavily taxed. Making investments makes your money work for you and gives you the chance to earn a

passive income. The first rule of investing is don't invest in something you don't fully understand or where you can't determine its true value. The second is never invest more than you can afford to lose. Every investment carries with it some sort of risk so it is imperative that should your investment fail you are not significantly worse off than you were before you made the investment. Thirdly, there are three types of investment low risk, medium risk and high risk. The level of reward needs to reflect the type of risk you are taking.

10. Stay healthy. It would be a great shame if you're not able to fully enjoy the benefits of your financial intelligence. As Mr. Spock would say: "Live long and prosper." 🇦

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Looked for a Job Lately? Things Are Different in 2018

By Brandi Britton, OfficeTeam

It looks like 2018 will be another great year for administrative professionals looking to move their career forward. In almost all sectors, the need for skilled executive assistants and other office support staff remains as strong as ever, which puts job seekers squarely in the driver's seat ▶▶

The OfficeTeam 2018 Salary Guide (<https://www.roberthalf.com/salary-guide/administrative>), one of the top resources for hiring and compensation trends in the administrative field, targets a number of trends affecting what office professionals can expect in coming months. Here's the lowdown on the latest employment trends for administrative positions in the U.S., along with what you can do to make the most of them. Having this information can help you plan your search, update your resume, customize your cover letter, prepare for an interview and negotiate salary.

CAREER

1. Admin jobs becoming less traditional. Company needs — along with communication channels — are changing, and it's vital to keep up with the evolution. Employers cite a growing need for workers adept at using a variety of software, devices and applications. This is due to a shift away from face-to-face contact and toward digital communication, especially as remote work for many of the people admins support continues to grow in popularity.

Tip: It's time to fully embrace the latest wave of communication technology. In your current role, learn all the ins and outs you can about video and phone conferencing systems and messaging apps. Some of the most popular business collaboration platforms in today's workplace are Skype for Business, Google Hangouts, Slack, BaseCamp, HipChat and Fuze.

Being a social media whiz will also impress current and future bosses. Most companies maintain a digital presence on Twitter and Facebook, and some are Instagramming and Snapchatting to reach a wider audience. As admin staff — especially in smaller businesses — are increasingly called on to help out, your social savvy will get you additional notice.

2. Hiring process is shortening. In this climate of low unemployment, HR managers are recognizing they may be taking too long to fill job openings. Now many of them are trying to compress the time it takes to bring in new employees.

Tip: This trend works in your favor. If a potential employer is interested in your application, be prepared to hear back from them quickly. Some hiring managers may even extend a job offer at the end of an interview or shortly after, so it (literally) pays to do salary research beforehand so you'll be prepared to negotiate the starting wage.

At the same time, show some initiative if a company you're interested in hasn't gotten back to you within a week. It's perfectly acceptable to follow up after applying for a job to make sure the firm has all your materials and to ask whether more information is required. In fact, this personal touch could make your candidacy stand out and tip the scale in your favor. Both emails and phone calls have their merits, so choose the one that works better for you.

3. Conversion to full time happening faster. Employers have long brought in contract workers both as a way to fill vacancies and to evaluate these professionals for possible full-time roles. What's new is a shorter "trial" period between many temporaries' first day and when they receive a formal job offer. Why? In this employment environment, managers realize many interim workers don't quit their job search once they're in a temporary role, and they want to keep the good ones from getting away.

Tip: In addition to your pursuit of full-time positions, open up your job search to contract and temp-to-perm roles. It's a myth that temporary positions

are dead ends and look bad on your resume. What's more, interim assignments are a great way for job seekers to try out a different field or market. Say you're currently working for a financial services firm but have always wondered what it'd be like to support a healthcare executive or work in a clinic. 2018 could be a good time to dip your toes into other areas.

4. Clearer picture of in-demand jobs emerging. Based on actual placements by OfficeTeam recruiters across the U.S., the Salary Guide expects the following to be the hottest administrative jobs in 2018:


- **Executive assistant**
- **Administrative assistant**
- **Customer service representative**
- **Customer service manager**
- **Receptionist**
- **Front desk coordinator**
- **Project assistant**
- **Project coordinator**
- **Data entry specialist**
- **Various human resources roles**

Tip: If you're in any of the above positions but aren't quite happy in your current workplace, or if you're ready to climb the career ladder or try something new, 2018 could be your year.

5. Perks sweetening the deal. For the 2018 Salary Guides, Robert Half interviewed about 750 HR managers about trends in compensation beyond just the base salary. The most common perk,

according to 62 percent of respondents, was flexible work scheduling. Other work-life balance benefits were telecommuting (34 percent) and a compressed workweek (17 percent). Thirty-nine percent hold regular social activities for their employees, while 25 percent offer either an onsite fitness center or access to a gym.

Tip: As you weigh job offers, you can afford to be choosy not only with regard to starting salary, but also the perks that make work more fun and help you juggle career and family. To ensure you choose wisely, do adequate company research before applying for a job. You can also find out about perks during the interview, though you shouldn't straight-out ask about these. Instead, inquire about the corporate culture and any busy seasons the company may have.

With many employers eager to hire administrative talent with top-notch skills, it's a great time to be an office worker. Use these hiring and compensation trends to your advantage, and get ready to land a great role in 2018. 

Brandi Britton is a district president for OfficeTeam, the nation's leading staffing service specializing in the temporary placement of highly skilled administrative and office support professionals. OfficeTeam has 300 locations worldwide and offers online job search services at roberthalf.com/officeteam. Connect with us on Facebook, LinkedIn, Twitter, Google+, Pinterest and the OfficeTeam blog.

Sleep - It's Not How Much, But When

By Carmen Gilfillan



If you're someone who didn't sleep so well last night for whatever reason, you may be feeling a little jaded as you read this. This is understandable. You may well be thinking that just by getting your so-called 'eight hours' of sleep for the next few nights may redress the balance. ▶▶

This is true, to an extent. You'll learn more about why I say, 'to an extent' in a moment.

However, you may also be someone who did get your eight hours last night, and the night before and the night before, but for some reason you feel you're not firing on all cylinders. This also understandable, and you're about to find out why.

NOT ALL SLEEP IS EQUAL ▼

We may think that all sleep is equal. But it isn't. The quality of our sleep varies from one part of the night to another. Our bodies have a natural rhythm to them, and that rhythm is thousands of



years old. It is called a circadian rhythm. It is the rhythm of nature, and one that animals instinctively live by. We as human beings are essentially animal, and are designed to live according to this natural rhythmic cycle.

That cycle can be seen in the passage of the day and the passage of the seasons. We have the dawn of the day (Spring) where we wake up. We then move into the main part of our day (Summer) when we are most adapted to work. This is followed by winding down towards the end of the day (Autumn) and finally sleeping at night (Winter).

We are therefore naturally designed to wake up with the rising of the sun and sleep when the sun goes down. When we adjust our lifestyle to accommodate this natural rhythm we have a better quality of sleep.

OUR NATURAL SLEEP CYCLES ↴

Similar to this natural rhythmic cycle, our sleep pattern also has a natural cycle to it. When we sleep we oscillate between deep regenerative sleep (where the body repairs itself) to the slightly lighter REM (Rapid Eye Movement) sleep state in which we dream.

LIFESTYLE

These sleep cycles last for around 90 minutes each. So if you are finding that you are getting eight hours sleep and you still feel tired when you wake up, you're probably setting your alarm clock to wake you up in the middle of a sleep cycle rather than at the end of it.

For example if you went to bed at 11pm and woke up at 8am you would have slept for nine hours and gone through six complete sleep cycles. These would be:

Cycle 1. 11.00 pm-12.30 am

Cycle 2. 12.30 am-2.00 am

Cycle 3. 2.00 am-3.30 am

Cycle 4. 3.30 am-5.00 am

Cycle 5. 5.00 am-6.30 am

Cycle 6. 6.30 am-8.00 am

After sleeping from 11pm to 8am, you'd probably feel quite refreshed when you woke up.

If, however, you set your alarm to wake you up at 7am you would have got eight hours of sleep, but would have woken up during a 90-minute sleep cycle (between 6.30 and 8.00). Therefore, it's possible you wouldn't feel quite as refreshed on waking as you would do if you had woken up at 8.00am

REPAIR & REJUVENATION ▾

In addition to these shorter, 90 minutes, cycles, according to our circadian rhythm, the body regenerates and rejuvenates itself most

significantly between the hours of 10pm and 2am.

So, you may be going to bed at say 1am and sleeping until 9am to get your eight hours, but you're losing out on three vital hours of body repair time every night. And if you work shift patterns, especially the night shift, you may be throwing your circadian rhythm out completely, denying yourself the chance of adequately repairing your body during sleep.

3 TOP SLEEP TIPS ▾

So to give yourself a higher chance of improving your performance, productivity and subsequent results in life consider the following three tips:

1. Bring your lifestyle in line with your natural circadian rhythm and get to bed by 10pm
2. Ensure that you have eight or more hours of sleep per night
3. Try not to wake up to an alarm clock. If you must, set it such that you're waking up at the end of a 90-minute sleep cycle rather than in the middle of it 🚫

Carmen Gilfillan is the founder of Stimulus Development & Training. Stimulus is dedicated to helping people raise their game, fulfil their potential and live their best lives. We do this through Life & Wellness Coaching, Energy Therapy consultations and training in the areas of personal, professional and spiritual growth. Check out our website at <http://www.stimulus.uk.com> to book a coaching or Energy Therapy consultation.

Find the FIVE typos

