

# How to Stay “On” at Work

By *Joan Burge, founder & CEO, Office Dynamics International*

Having a tough morning?

Perhaps you are recovering from yesterday’s critical meeting created by you for 36 international managers, when you worked 7:00 am (for setup) to 6:30 pm (to finalize and send out the action items list). Or, did your youngest child have a cough that kept you up all night? Did you stay out a bit too late last night at a networking event?

Whatever the reason, sometimes it’s tough to always be bright-eyed and bushy-tailed at work. The trouble is as your manager and company’s administrative business partner, you are the backbone of success and you’re a crucial part of the team. Rather than give in and have a completely “off” day, you can recover to stay “on” at work! Let’s look at some ways to stay alert on the job:

- Arrange to meet a friend for lunch. It will boost your spirits and give you something to anticipate.
- Pay special attention to your food today. Eat a nutritious breakfast, have fresh fruit or nuts as snacks. Almond butter is a great way to get energy and much needed nutrients. Recharge that body! For energizing aroma therapy, keep a spritzer bottle filled with de-mineralized water mixed with a few drops of rosemary and rose essence oil, so you can gently spritz your face and hair.
- Avoid sitting too long. Try including some physical tasks, such as cleaning out a file drawer to walking items to a colleague that you might normally inter-office mail.
- Take short breaks to rest. Drink plenty of water to maintain hydration.
- Work with a colleague. Talking to another co-worker about a shared project or about work in general can keep you alert.
- Take a brisk walk at lunchtime.
- Watch yourself. Be watchful that due to your tired condition, you might be tempted to snap back at someone who annoys you. Be calm; be in control of yourself and your emotions.
- Lastly, no matter what the reason is behind your tiredness, remembering to maintain your good working patterns, even on “off” days, will keep you sailing far above the crowd. Pick a good attitude, and let it “smile” all day for you.

There you have it! Tomorrow you’ll be back to your usual efficient, Star-performing ways of excellence.

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About the Author

Joan Burge is known as the red-lipstick-wearing “Rock Star” of administrative and executive assistant training and a successful entrepreneur who created a unique niche in 1990 by founding a training company that would uniquely provide sophisticated, robust educational programs and information to administrative professionals. Joan is an accomplished author (8 books), professional speaker, consultant and corporate trainer.

She is the creator of: Annual Conference for Administrative Excellence™; World Class Assistant™ Certification course; Star Achievement Series® Certification and Designation course; 30+ customized workshops, 200+ educational videos, 150+ articles and nearly 1,000 blog posts for executive and administrative assistants.

Her company, Office Dynamics International, is a global industry leader which offers a broad range of solutions and provides high-performance, sophisticated executive and administrative assistant training and coaching.