

Re-Energize at Work

Believe it or not, snagging just a few minutes' extra rest time—mini-rests—throughout the day can lend you hours of the "staying power" you need. Here are 5 ways to inject rest in your life without putting a dent in your performance:

1) Find a quiet place in your office, an empty conference room, or a co-worker's office, where you can be alone for a few minutes without interruption. Focus on simply sitting, or perform the Energizer Exercise on page 5.

2) Go outside to a bench, your car, or some other safe haven where you can do the same.

3) Arrive early for appointments. While parked, tilt the seat back and give yourself time to close your eyes, take deep breaths and re-energize. If you're concerned about nodding off, buy a timer that will beep after three to five minutes.

4) Don't bolt right after eating lunch. Linger for a few extra minutes and give your food a chance to be properly digested.

5) Rest while you walk. This sounds like a contradiction, but you can walk hurriedly or restfully. On your way back from the restroom, for example, mindfully and rhythmically stroll down the hall, fast enough that no one will accuse you of being a zombie, but slowly, so you hardly exert yourself.

Thoughts FOR LIVING

"Too much of a good thing can be wonderful."

—Mae West

"Those whom we support hold us up in life."

—Marie Ebner von Eschenbach

Working
 At Your
BEST

STAFF: Chris Hill, Executive Editor, Marian Wolbers, Associate Editor, Jeanne Stock, Art Director, Tina Pongracz, Readers' Service, Cindy Dries, Fulfillment Manager, Sandy Beldon, Publisher, Robert Teudel, President, Aniseth Rodale, Chairman. **CONTRIBUTING ADVISORS:** Space and time management—Jeff Davidson, MBA, CMC, professional speaker and executive director of The Breathing Space Institute of Chapel Hill. Self-esteem—Adam Khan, business consultant on positive living and co-owner of Lighthouse Sound. Work & Personal Life—Marjolein Roscoe Shaevitz, MA, M.F.C.C., director of the Institute for Family and Work Relationships. Interpersonal relationships—Dr. Paul Coleman, Ph.D., psychologist and marriage therapist. Suzette Hoden Egan, Ph.D., founder of the Ozark Center for Language Studies. **PURPOSE:** To provide authoritative, useful, easy-to-understand information that will

help our readers reduce stress, be more energetic and balance the demands of home and work. *At Your Best* (ISSN 1065-5190) is published monthly by Rodale Press, Inc. Copyright © 1996 by Rodale Press, Inc. All rights reserved. GST #R122988611. For information on bulk rate discounts, contact Cindy Dries, Rodale Press, 33 East Nisler St., Emmaus, PA 18098 (1-610-967-8640). *At Your Best* may not be reproduced in any form without written permission.

