

worker, take a moment, or the appropriate amount of time to craft your response carefully. The people around us are under stress too. The messages they send we may be receiving as a by-product of that stress. Strive for a neutral approach in your response - if a response is even necessary.



4) *Eliminate the activities and people who are draining your energy.* We've all got them in our lives: the energy vampires. Whether it's a demanding boss, an overly negative or gossipy co-worker or activities that detract from the focus of our day, the net result is the same: we get pulled into behaviors that make us less efficient. When possible, limit the time and energy you put into exchanges with those grumpy folks - short and positive is the way to go whether it is in person, or by inner office email or electronic exchanges: if you find yourself in a time-wasting spiral, set rules for yourself on when and how to engage.

5) *Unplug.* Telecommuting and technology developments have helped our lives in many ways, and they've also created an expectation of constant accessibility, making your work day never ending. Checking phone, email and your social media accounts in your non-work time take time and attention from the people you're with. If you can, go "Radio Silent" for a few (or several hours) on your day off. Let people know so they don't worry if you are non-responsive for a period of time. If you're restoring boundaries and planning for your best self, you will be more reactive and resilient you're going to be much less prone to stress or creating conflict with your loved ones.

*"Never get so busy making a living that you forget to make a life."--
Anonymous*

The Law Office of Brigid A. Duffield, P.C. wishes you a happy, productive, and conflict-free month!

Brigid A. Duffield
Attorney/Mediator/Speaker/Author
The Law Office of Brigid A. Duffield, P.C.
[630.221.9300](tel:630.221.9300)
brigid@brigidduffield.com
www.brigidduffield.com

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