

***Simple Ways to* Motivate Yourself**

This Week

1. Set One Goal.

Pick one main goal for the week and visualize what it will feel like to achieve your goal. Then, write down three simple actions a day that will move you closer to your goal. Try to complete them as early as you can in the day.

2. Rewards.

Make it a fun week by rewarding yourself for tasks you complete. You can make a list of what rewards you would enjoy. It could be a movie night, a spa evening at home, trying a new coffee shop, etc.

3. Tidy and Organize.

Keep your space tidy both at work and at home. Organize your files and other things so you can easily find what you're looking for when you need it.

4. Keep Track.

Keep track of your progress. At the end of the day, write down all your big and small wins. You could use a journal for that, or you could write on post-it notes and display them on a board.

5. Self-Care.

Take care of yourself and do what works for you. Generally, you can't go wrong with good sleep, some exercise, and fresh air.

