

### **How to keep productivity and work energy up (anonymous).**

1. Switch off electronic gadgets during work hours.
2. Keep your office clean and clear of paper mess, let your eyes relax.
3. Do not do boring things that produce no results.
4. Sit upright, shoulders down, legs at right angles to floor, arms at right angles to key board or table. Get up once an hour to stretch and drink water.
5. Go outside for 10 minutes to breathe fresh air every now and then.
6. Do not eat much at once. Spread out the food over the day. Eat every 4 hours.
7. Go out into the sunlight for 30 minutes and move the body at least once a day.
8. Avoid listening to negative people and to your own negative thoughts.
9. Forgive others' mistakes and move on. Do not waste time retaliating.
10. Keep track of your accomplishments. Record the results of your work and challenge yourself to add on to the list constantly.

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### **How to grow old healthy and fit (anonymous).**

1. Do not smoke. Keep the alcohol consumption low.
2. Exercise the body regularly.
3. Eat healthy food like fruit, vegetables and fibers, no fat or sweets.
4. Do not allow yourself to get stressed.
5. Drink red wine regularly.
6. Drink plenty of water all the time. Old bodies dehydrate easily.
7. Keep the mind busy. Do not retire from mental activities.
8. Take pleasure in everything you do. Remember that old age is forever, it does not pass.
9. Get lots of sleep, at least ten hours a day.
10. Live a regular organized life and be prudent. Avoid excesses.
11. Stay connected to people, preferably professional contacts.

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