

Six Tips for the Workaholic¶¶



CARE FOR YOURSELF. Eat properly, get enough sleep and exercise regularly so that you are healthy, both mentally and physically.¶¶



CUT YOUR HOURS. Be well organized, but do not let your schedule run your life. Also, try to limit yourself to working eight hours a day — and not a minute more.¶¶



DRAW THE LINE. When you are already overloaded and need more personal time, do not take on any other projects. You will just be causing yourself more stress.¶¶



LEARN TO DELEGATE. Let others share the load — you don't have to do everything yourself. You will have more energy, and the end result will be better for everyone.¶¶



SLOW DOWN. Make a conscious effort to eat, talk, walk and drive more slowly. Give yourself extra time to get to appointments so you are not always rushing.¶¶



TAKE BREAKS. Take frequent work breaks. Short walks or meditating for a few minutes can help you unwind and clear your head.¶¶

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1. Save As: Six Tips for the Workaholic (BTA/Microsoft Word folder)
 2. Before you begin typing, change the line spacing to single (1.0) and remove spacing after (change to 0 pt.)
 3. Before you begin typing, change your font style to Arial, 12 pt.
 4. Now, you're ready to type the text above the line 😊
 5. Format the headline:
 - a. Center
 - b. 36 pt
 - c. Britannic Bold
 6. Bold each side heading (CARE FOR YOURSELF, CUT YOUR HOURS, etc.)
 7. Each side heading and paragraph should be Arial, 16pt.
 8. Insert a header - Blank (Three Columns)
 - a. Class Period, Your Name, File Name
 9. Add a double underline to the title
 10. Select all text below the double line
 - a. Page Layout tab
 - b. Change the Spacing After to 12 pt
 11. Insert a relevant image for each of the six tips
 - a. Text Wrapping: In Front of Text
 - b. Resize and move each graphic to the left of paragraph
 12. Vertically center your document (Layout tab, Page Setup Dialog Box Launcher, Layout tab, Vertical Alignment: Center)
 13. Print preview
 - a. Should only be one page
 14. Print

