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For Managers In Seven
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- Sunday: Know yourself well
- Monday: Manage your focus clearly
- Tuesday: Manage your time effectively
- Wednesday: Manage your mind decisively

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- Thursday: Manage your emotions carefully - Friday: Manage your relationships successfully - Saturday: Manage stress thoroughly

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Manage your relationships
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provides seven
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Whether you go in the
morning, afternoon or

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evening, do it three times a week or every day, put exercise time on the calendar. My friend and mentor Nicole Glaros makes it very clear that her...

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Schedule Like a Pro Toolkit

Seven steps to help protect yourself from stress 1. Eat healthily. Eating healthily can reduce the risks of diet-related diseases 39; There is a growing amount of evidence showing how food

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affects our mood and how
eating healthily can improve
this

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Schedule planning time for

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the following week and
important
meetings/activities in
advance Ensure that you
always have sufficient
planning time during the
course of the week, so that
you do not find yourself

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having to prepare for work events during the evening. Also allow time for planning at either the beginning or end of the day (for the next day).

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