


 The logo features the letters 'CGI' in a blue, stylized font inside a blue oval. To the right, the words 'WELL SAID.' are written in a large, bold, blue sans-serif font. A horizontal bar with segments of purple, green, yellow, and blue is positioned above the 'SAID.' part of the logo.
 

# CGI WELL SAID.

IN THIS ISSUE: *Stress Less, Do More* • *Pet Facts* • *Stress-reducing Foods* • *10-minute tips*

## Stress Less, DO MORE

Work is not always easy. Whether you're employed or your own boss, you got pressure to deliver. Today, that usually means higher demands, in less time, and with more distractions.

You try to keep up, so you do more work. But no matter how much you do, it never seems to be enough. So, the stress kicks in. If you want to break this vicious cycle, these tips will help you to stress less and achieve more.

### Acceptance is key

In order to stress less and achieve more, we need to first accept what is. Stress comes from wanting something to be different. Acknowledge and surrender to your current situation allows you to deal with it from a calm and grounded place.

### Less is more

You have to prioritize what's important. Write a list every night of your top priorities for the next day and focus on that list.

### Multitasking kills excellence

With phones, tablets, and computers constantly screaming for our attention, staying focused can be difficult. But, quality implies attention. Do what you need to center your focus: turn off social media, close your email and set up a "don't disturb" sign by your desk.

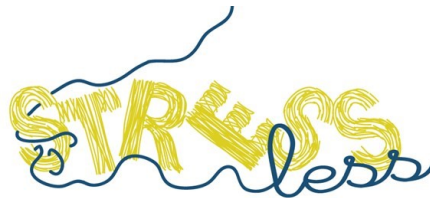
### Faster and busier isn't better

We fool ourselves thinking productivity comes from busyness. Faster isn't better and busier doesn't mean excellence. Focus on quality, not

quantity. Ask yourself, "How can I lighten my workload? What can I stop doing to free up more time?"

### Trying less is usually the answer

What do you do when you're overwhelmed or stressed? Try harder? Trying harder often just blocks us from the insights or solutions we desire. When you are relaxed and stress-free, your mind works better. Schedule regular breaks and make sure you keep them.



### Happiness fuels success

Studies prove that happiness fuels success and performance-not the other way around. Focus first on your mood and then take action.

### Life is no straight highway

It's a mistake to think that we can perform at the same level every day. Don't beat yourself up when you're not at your top. Instead, be gentle with yourself and embrace your natural rhythm.

### Meditation improves productivity

Meditation lowers stress levels, and improves creative thinking, optimism and productivity. Give yourself 15 minutes per day to quiet your mind.

### Others can do work for you

Understand and accept your limitations. Focus on what you do best and give the rest to someone else. Collaborate with colleagues, find partners or hire people who can do that work for you.

### Presence invites perspective

How often are you at home, thinking about work problems? Or in a meeting, pondering what to eat for dinner? Only when we are in the same place physically and mentally, can we allow a greater perspective to come in. Presence is what enables us to receive new (and brilliant) ideas.

### You never get it done

Realize there will always be more work. It's never ending. So, you need to set boundaries and know when it's time to stop. Ask yourself, "How would I treat someone I love deeply?" Be that person for yourself.

### Choose the future you desire

Overwhelmed by constant to-do's. Tired of never having enough time. Scared, that if you slow down things will fall apart. Choose to let this be a part of your past - not your future.

Only one person can change your life, and that person is you. Show up for yourself. Look at the list above and make the necessary changes to steer your life in a desirable direction.

The stress-free life you desire doesn't happen by chance, it happens by choice.

<https://www.huffingtonpost.com>

*LEARN from the past, LIVE in the present, BELIEVE in the future.*

*- Unknown*

# WELL SAID.

CONTINUED

## INTERESTING FACTS ABOUT PETS



### Why you talk to your cat like a person

A cat's brain is more similar to a human's brain than to that of a dog. For example, their short-term memory can last up to 16 hours, exceeding even monkeys and orangutans.



### How are cats so flexible?

Cat's bodies have over 230 bones (the human body only has 203)! Additionally, their pelvis and shoulders are loosely attached to their spine, adding to their ability to squeeze into very tight spaces.



### A dog's nose always knows

A dog's nose has 4 times as many scent cells as a cat's, and 14 times more than humans! No wonder why they can smell their dinner from any room in the house.



### Dogs have radar dishes for ears

A dog's ears are like radar dishes. Scientists have conducted experiments and found that dogs can trace the source of a sound within 6/100ths of a second.



### Dogs keep you healthy too!

Dogs have health benefits too! Seniors who own a dog go to the doctor less than those who don't. In a recent study of Medicare patients, dog owners had 21% fewer doctor contacts than non-dog owners.



BLUEBERRIES



NUTS & SEEDS



TURKEY



LEAFY GREENS



AVOCADO



LEMON BALM TEA



SALMON



DARK CHOCOLATE



ORANGES



SWEET POTATOES

Stress Reducing Foods

## Feeling stressed? Try one of these 10-minute tips ...

**Color outside the lines**—Adult coloring books are not just a fad; relax and step into your creative side.

**Enjoy a warm drink**—Take the time to sip and enjoy a cup of tea or coffee; focus on the flavors, blocking out distractions.

**Learn something new**—Exercise your mind. Changing your focus can be a welcomed distraction.

**Listen to music or podcast**—Combine this with that cup of tea ... relax with music or be inspired by a podcast.

**Play a game**—A crossword puzzle, sudoku, or app on your phone is another fun distraction; play alone or with a friend.

**Practice mindfulness**—Take some time to *not* act on your thoughts; instead focus on your breath.

**Read a book**—Reading, whether a paper book or an e-book, can be relaxing; pick a topic that interests you!

**Take photo each day**—Another way to add creativity to your day; share with friends, if you choose.

**Walking**—Whether it's alone or with a group, taking a short walk can be energizing and relaxing.

**Journal**—Keeping a journal can benefit both your personal and professional life. Remember to look back; learn from the past entries.



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