

1. **Know what is important-** find clarity in your values and purpose and put them into action each day.
2. **Apply the 4D's** to your tasks/commitments. **Delegate, delay and delete** unimportant tasks to create more time to **do** the important ones.
3. **Learn to say 'no'** with love to avoid under performing and spreading yourself too thin. Clear boundaries are kind and keep you out of resentment.
4. **Maintain a healthy mind.** Develop daily actions to maintain and enhance your mind. Think about your thinking.
5. **Slow down, breathe mindfully and be present** to remain calm and connected to the people we care about and to what matters.
6. **Learn to master your energy and invest in 'you'**- schedule time each week to renew physically, mentally, emotionally and spiritually. Commit to 'meetings with yourself' and see them as a non-negotiable.
7. **Build your positive emotion.** Take the time to be thankful and appreciate the things that go well in life.
8. **Celebrate diversity and difference-** A current perceived weakness can be your point of difference and strength.
9. **Have the courage to open up and be you.** Learn to take your whole self everywhere you go, let your potential unlock and do the same for others.

Useful resources:

Apples for the Mind book- Creating emotional balance, peak performance & lifelong wellbeing, Dr Tom Nehmy Clinical Psychologist

The Happiness Trap, by Dr Russ Harris Sushi train metaphor – a great tool for unhooking from difficult or unhelpful thoughts

Be Well Plan – Katrina facilitates this program

Braving the Wilderness and Dare to Lead by Brené Brown

True North by Bill George