

10 TIPS FOR A WELL-BALANCED WORKDAY
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BERLIN-BASED MARK ZINKERNAGEL HAS BEEN A FITNESS TRAINER AND MENTAL COACH FOR ALMOST TWO DECADES. NAMED AS ONE OF GERMANY'S TOP 25 FITNESS TRAINERS FROM GQ, HIS FITNESS POINTERS HAVE ALSO BEEN FEATURED IN BERLIN'S TAGESSPIEGEL AND MORGENPOST NEWSPAPERS. HERE, HE GIVES US A FEW TIPS FOR GETTING THROUGH A DAY IN THE OFFICE.

1. BEFORE WORK : It's nothing that hasn't been said before, but it should be said again: organization and concentration are the best ways to start the day! This is actually very simple. Even at the breakfast table you can think about how to turn the day ahead of you into a success. Focus your thoughts to what lies ahead, think about it in different stages. Consider the easy tasks, rather than the hard ones. This mind game will start you off by pointing your day in the right direction.
2. FRESH IN 30 MINUTES : Crowded subways, that traffic jam in the morning - save yourself the trouble and start the day with fresh air and exercise. By riding your bike to work you'll find that not only have you arrived at the office full of energy, but you've also easily consumed your own stores of fat. With little effort you can easily burn 200 calories in 30 minutes. This amount of calories is equivalent to that hefty glass of wine drunk the night before (0,3l of dry red wine), which can be burnt even with an average bicycling speed. Don't overdo it, and you'll still arrive fresh in the office.
3. JUST SMILE : There's a reason our smiles are so beloved. Smiling is attractive, sympathetic and contagious. But this simple act is so much more: When we laugh we use up to 300 muscles. Laughter boosts your immune system, reduces stress hormones and stimulates the production of much desired endorphins. Laughter increases creativity and often loosens up stressful situations in the office. Take this tip to heart and smile a bit - you're sure to get a few in return.
4. CHANGE YOUR RHYTHM : We're sluggish, even in the office. Sitting at your desk it's easy to give into habit and stay in your comfort zone. So comfortable that it leads to a lack of exercise, poor posture and muscle tension. Break your physical rituals with some atypical movements: Stand up while on the phone, walk around the room when thinking or shift your weight a bit differently when talking to colleagues. In the process you'll have a better understanding of your body. You know what you do now, time to try something different!
5. CREDITORS AND DEBTORS STATEMENT : Clarifying, creating and filling out the balance sheets is a normal part of the job, but you can also do this for your energy balance. Use your breaks as a way to compensate. Climb the stairs or do one or two exercises. For example: squats with your back to the wall or simple push up with your hands on the edge of your desk, take a breather at lunch time to get some fresh air. It clears the mind and puts your energy back in the black.

6. LET IT FLOW

: Drink regularly and drink a lot. As soon as you start feeling thirsty, that means there's already a deficit in hydration. A shortage of fluid in the body will immediately begin to lower concentration and metabolism. The body takes some time to readjust to this shortage, even after it's been sated. In the morning put a 1.5 liter bottle of water next to your computer, and drink it throughout the day, finishing it before heading home. It's like concentration insurance. Want to know how much water your body needs every day? Here's a simple formula: $35 - 40 \text{ ml}$ multiplied by your body weight in kilograms. By this calculation, someone who weighs 78 kilograms should be consuming 2.7 liters of liquid a day.

7. BLOW IT OFF

: It is said that one can only survive about three minutes without oxygen, and yet, it seems that we tend to forget this in the office. Many people forget to breathe properly at work. No breathing = no oxygen. No oxygen = no energy and reduced performance abilities. Breathe consciously. Make sure they are uniform and deep. Even stressful situations can be easily blown off with the right breathing.

8. NUTS INSTEAD OF FRIES

: Keep your energy and performance curve high. Make sure that in the course of your workday you're eating nutritiously and often, preferably every three hours. Here's the rule: No fast food, rather light food. Choose the salad with turkey breast instead of the beef stew with sauce. Grab an apple instead of that extra chocolate chip cookie for dessert. It will give you energy instead of making you weak and sluggish like the heavier, fattier foods. For those in between snacks try a portion of nuts or dried fruits or a tea with a little honey instead of the cola.

9. STEP BY STEP

: Good judgment can bring even the most hectic of moments into focus. Dedicate yourself to the workflow with consideration and deliberation. Take a deep breath, stay calm and keep going, even if everything seems to be falling apart. Make a plan, determining which tasks take priority and work focusing on one task, then the next. If you've lost perspective, stand up, take a short walk or look out the window for a few minutes. With this distance the steps forward will come into focus.

10. BACK TO THE FUTURE

: Your workday is behind you, after a relaxed or sporty ride back home. If you want to, consider your achievements briefly, then leave it behind. Avoid returning to the stress of the day, and look forward both physically and mentally. What are you looking forward to now? Listen to music, go for a walk, meet with friends or just chill out on the couch. Whatever makes you happy now will bring you energy for tomorrow.