

THE DAILY GUIDE FOR PROFESSIONALS WHO FEEL OVERWHELMED IN THEIR WORKPLACE

3 Daily Steps To Help Manage Your Work-Life Stress



Hello! I am Yelena Foster and I am so excited to share with you [“The Daily Guide For Professionals Who Feel Overwhelmed in Their Workplace.”](#)

I’m passionate about helping people and my goal with this information is to guide you from the stress, negativities and chaos to the daily life without struggle but with passion, energy and fulfillment.

As a professional you know that your daily life is busy and can be constantly up and down. Even though it is enjoyable for you, but at the same time it takes a lot of your time and energy and sometimes brings frustration which creates stress.

When you are under stress it effects your psychology, physiology, private life, creativity, and you feel anxious and start to doubt yourself. At this moment, you

know that you are in a dark place and you want to make changes and empower your daily life.

I have been in that place, and I know how it feels. Life is good when everything is in balance.

I am so excited for you to have these steps on how to bring balance, joy back and empower your life and I am so happy to share it with you.

These 3 steps can help you bring clarity of your present situation, it will be energized and make your daily life enjoyable.

Just imagine for a moment that you are not under stress anymore and you are enjoying your daily life. It is possible to live your daily work- life without stress only if you are willing to make some changes. The changes require commitment, commitment requires consistency. What you need to do is take action.

CHANGE STARTS HERE

A New Version of Me



-Cori

“I have been doing life coaching with Yelena and it has really been helpful. I have so much more self-awareness than I had before. Thank you, Yelena for this opportunity. I would encourage anyone to grab this freebie, it improves your daily routine, eliminate stress and makes your daily work- life more enjoyable.”

SO, HOW do YOU GET THERE and WHERE do YOU START?

Let's begin

If you are constantly under stress the good news, is it is manageable!
You will learn and practice my 3 favorite steps on how to balance your day or working on your ***Time management.***

Step 1: Set Your Goals

“Vision is everything.”



Without setting your goals it will be hard to manage your time. If you don't know where you are going you are wasting your time, energy and effort. This is why you have to have a clear vision about your daily goals.

Step 2: Make Your Daily Schedule.

“The bad news is time flies. The good news is, you’re the pilot.”

-Michael Altshuler



Creating your daily schedule is essential to escape from stress. Scheduling will organize and make your day more effective and productive, especially when you are a business owner or manager, executive, CEO, etc., you want to accomplish as much as you can. That’s great! But you must be aware of your busy schedule and learn how to balance it. By prioritizing your daily schedule, it helps boost productivity, eliminate chaos, stress and will be more enjoyable for you, your family, your workplace. Brief direction how to follow this guide:

- Plan your daily schedule ahead of the time.
- Break it down for each single hour.
- Prioritize your tasks for each day by identifying what is most important for you and what is not urgent.
- Follow your daily schedule without adding extra tasks to your schedule.
- List out what you truly enjoy and identify your time with low activities.
- By reducing your time on low activities, you will increase your time for important things.
- Try to not be overwhelmed (1 tasks at the time).
- Take the break between the tasks to refreshed and recharged.

Step3: Your Sleeping is Important.

“Sleep is the best meditation.”

-Dalai Lama



You should sleep a good amount of time. Yes! Good sleep gives you clarity and will set the tone for your day. From my experience, I love to sleep because I work a lot. Especially with age, “ha, ha, ha!”. We need to sleep in the nighttime at least 7 hours, ideally 9.

What does this do?

- To balance your mind, body, and senses.
- Boost energy
- Boost immune system
- Can help prevent weight gain
- Can strengthen your heart
- Improves memory
- Better mood
- Improves your digestion (if you eat 3-4 hours before you are going to bed).

Our body digests food for 4-6 hours. This means you must take your last meal early to allow your body to digest the food and leave time for you to sleep.

If a person is not sleeping that amount of time, it creates a biological stress which has an effect on your psychology and physiology. Oh oh! Sounds not fun at all!

To make that happen you have to go to bed early and achieve 7-9 hours of sleeping. Please, no excuses that you are busy and can't follow your schedule to go to bed every evening at the same time.... Start to love yourself and your body! You deserve to get good sleep! I was there and it is not a good way to be. If your memory challenges you, make a sticky note on the mirror of your bathroom to remind you it is bedtime. Set your alarm.

Go to bed and wake up at the same time each day to experience a regular sleep rhythm.

Repetition of these 3 essential steps will create good habits and healthy daily routine. Daily routine is the key. It will give you peace of mind, confidence, happiness and productivity.

“How much more joy we feel when we seek not to make something of ourselves but to make someone of ourselves.”

-Taro Gold

Thank you for requesting my freebie and congratulations with your new journey to make changes to improve your daily work life! I'm so excited for you that you received my action steps and read it. I can't wait to hear how you did with these 3 essential steps and how it helps you.

Are you ready to take this journey to the next level?

If so, let's talk!

Visit my website www.yelenafoster.com for more details. Change does not happen until you make the decision and allow it to happen!

I help ambitious professionals who are willing to make changes by balancing your life and eliminate your work- life stress. This will result in you seeing the options and possibilities of enjoying your daily life.

I was like you, struggled with my non-stop busy work- life, always being under stress and trying to figure out how I can help myself to be happy and start to enjoy my daily life.

Through understanding that I was not able to take stress anymore, at my previous workplace, I decided to start to make changes in my life with daily routine. My daily routine was the first powerful step to escape from chaos and stress. My second step was continuing to work on myself and work-life balancing aspects. Finally, I became more confident to move to a different business to find my happiness, fulfillment and doing what I want in my life by helping professionals eliminate their daily stress and find their true happiness.

DID YOU GET SOME VALUE?

I'm so excited to meet you and to be connected more. Welcome to join our Facebook Group "Forward with Foster"

<https://www.facebook.com/groups/forwardwithfoster/>

Let me know how you enjoyed these 3 essential steps to help professionals with Time Stressed Management without breaking the bank.

Visit my website: www.yelenafoster.com

I will see you soon!

To your success,

Yelena Foster