OCTOBER 15

Clear Your Mind

Canada's Healthy Workplace Month

EXCELLENCE CANADA

Unfinished tasks can stay in our minds and create unnecessary stress. Completing even one small task can help us feel more organized and relaxed.



Finish One Small Task

Choose one task that has been left unfinished and complete it today. Set aside the time that you might need to bring a task to completion.

Respond to One Message

Choose one email, text, or message you've been meaning to answer and take a few minutes to respond. Clearing even one lingering message from your mental to-do list can help you feel more focused and free up space for the rest of your day.

Choose how you will

Clear Your Mind

Organize Your Workspace

Take a few minutes to organize your desk or digital files. Having an organized workspace can do wonders for mental clarity.

Plan Tomorrow's First Task

Before leaving work, write down the first task you will work on tomorrow. This way you'll be setting yourself up for success the following day.

Learn more at
healthyworkplacemonth.ca

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improving performance, recognizing excellence / améliorer le rendement, reconnaître l'excellence



End-of-Day Checklist

Employees can check that they have:

- One task completed
- Responded to one email
- Organized their workspace
- Planned one task for the next day

Workplace Tips



For Leaders

Encourage teams to spend 5–10 minutes at the end of the day completing small tasks and organizing their workspace.

For Team Members

Completing small tasks daily helps reduce stress and keeps work organized.

> **It's not what you do once in a while, it's what you do every day that makes the difference.**
>
> **– Rick Hansen**
> **(Canadian Paralympic athlete)**

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