Simple steps to a great work day

Do you feel like you can't concentrate or keep your energy up at work? A few simple fixes can make a huge difference in your energy and concentration levels all day long.

Pack a lunch and snacks the night before.

Stay up a few extra minutes to do this at night. Chances are, you'll be too rushed in the morning.

Dehydration can make you feel sluggish. Set a computer alarm that reminds you to drink throughout the day.

Skip the screens at night.

Light from phones and TVs can keep you from getting quality sleep. Turn off screens two hours before bed to help your body relax and fall asleep.

Set a water alarm.

Sources: National Institutes of Health, National Sleep Foundation

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