

BALANCING WORK AND STUDY

Here are 10 tips to manage
your environment, body
and mind!



COMMUNICATE WITH OTHERS

1

Research has shown that 80% of business owners offer their employees flexible work options to upgrade their skills. Get the support of your employer by sharing with them the benefits of skills upgrading.

ENVIRONMENT

Keep your work space free from distractions, especially digital interferences. Decorate your work space with aesthetically pleasing elements, like plants to increase productivity.

2

**CONDUCTIVE
WORK SPACE
IS KEY**



Start early and give yourself ample time to execute your to-dos.

Work on easy tasks to build momentum and avoid procrastination.

Update your calendar regularly for better clarity on important deadlines.

3

**PLAN YOUR
SCHEDULE**



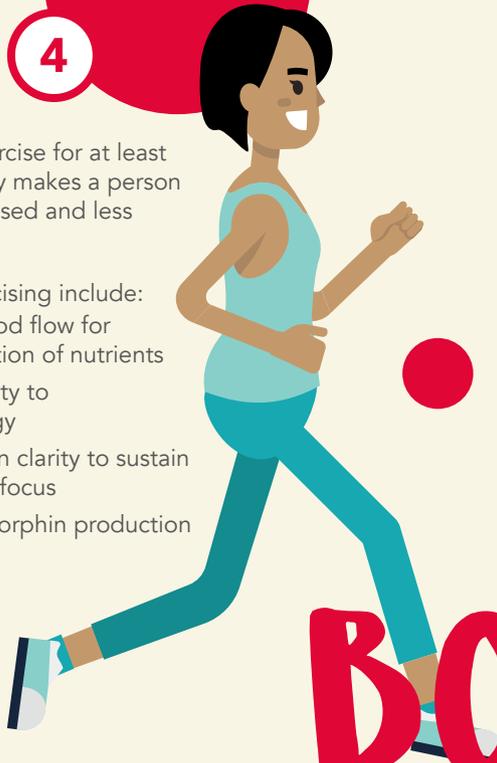
EXERCISE

4

Engaging in exercise for at least 20 minutes a day makes a person feel more energised and less fatigued.

Benefits of exercising include:

- + Enhanced blood flow for better absorption of nutrients
- + Improved ability to produce energy
- + Improved brain clarity to sustain your ability to focus
- + Increased endorphin production



SLEEP WELL

5

Adequate sleep is key for healthy life. It allows more space for knowledge retention.

Research has shown that short naps provide good amounts of energy to improve learning ability.

Research has shown that our body sends signals to rest and recharge at 90-minute intervals. To maintain optimum performance, take scheduled breaks to improve concentration.

A Harvard study links poor indoor air quality to lower productivity. Breathing better air leads to remarkably better decision-making performance. Remember to get your regular dose of fresh air to boost brain health!



BODY

EAT WELL

6

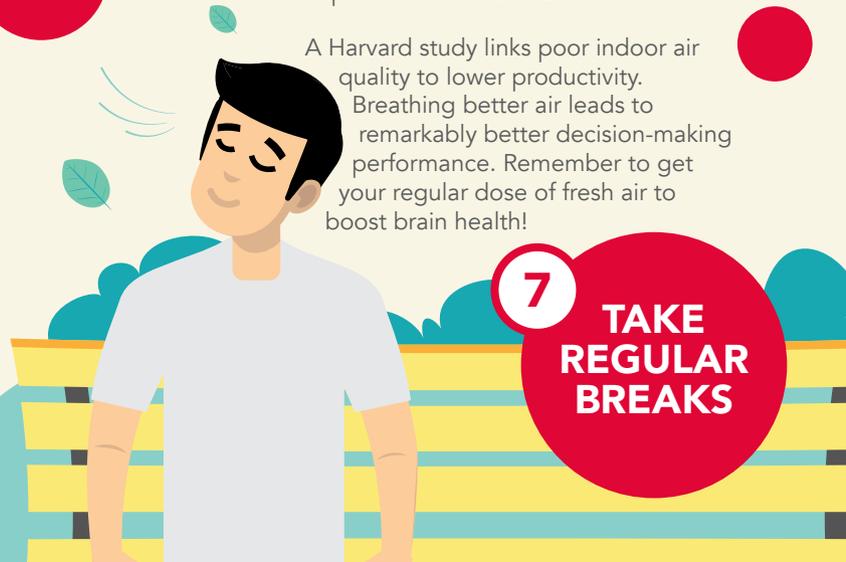
Eating the right food helps you stay healthy and increase productivity. According to World Health Organization, superfoods can effectively increase brain power, motivation and overall productivity by up to 20%.

Heavy carbohydrate meals and sugary food should be consumed in moderation, as they will make you feel weak after a burst of energy.



TAKE REGULAR BREAKS

7



KNOW YOURSELF TO MANAGE STRESS LEVEL

8



Every individual has a different stress capacity.

- + Understand yourself and manage expectations. Watch for signs of burnout and give yourself time to recover.
- + Build your support group. Spending time with family and friends provides a great source of positive energy.

MIND

Set mini milestones and reward yourself to stay motivated. Simple treats, like a good meal after completing a small task, can make your day!

9

REWARD YOURSELF



Statistics have proven that 40% of people who set unrealistic goals, never actually achieve them.

Set reasonable and realistic goals by creating small and reachable milestones.

SET REALISTIC GOALS

10



Temasek SkillsFuture Academy offers courses that are specially designed to cater to a variety of industries. Invest in yourself today and develop emerging skills to Reach Higher. Singaporeans aged 25 and above can use their S\$500 SkillsFuture credit to offset the course fees.

SkillsFuture Singapore (SSG) will provide subsidy of 70% for Singapore Citizens and Singapore Permanent Residents. Singaporeans who qualify for enhanced subsidies, such as the Enhanced Training Support for SMEs or the SkillsFuture Mid-Career Enhanced Subsidy, will enjoy further subsidies of up to 90% of the course fees. Additionally, SkillsFuture Credit can be used to offset the balance of the course fees. Find out more at <http://sfg-wsg.gov.sg/>

**To explore our Continuing
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(CET) courses, visit us at
www.tp.edu.sg/cet**

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