

# Mental Health: 5 Daily Habits for Emotional Well-being

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1. **Morning Check-in:** Spend 5 minutes journaling how you feel right now.
  2. **Connect:** Reach out to one friend or colleague just to say hello.
  3. **Move:** Take a 15-minute walk, preferably outside.
  4. **Unplug:** Turn off notifications for one hour during your workday to focus.
  5. **Gratitude:** Before bed, write down three things you are grateful for.
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# Stress Management: The 4-7-8 Breathing Technique

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**What is it?** A simple breathing pattern that reduces anxiety and aids sleep.

## How to do it:

1. Exhale completely through your mouth.
  2. Close your mouth and inhale quietly through your nose to a count of **4**.
  3. Hold your breath for a count of **7**.
  4. Exhale completely through your mouth, making a whoosh sound, to a count of **8**.
  5. Repeat the cycle three more times for a total of four breaths.
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# Work-Life Balance: Weekly Planner

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## Goal Setting

- What is my top professional priority this week?
- What is my top personal priority this week?

### Boundaries

- I will stop checking emails at: \_\_\_\_\_ PM
- I will take a lunch break at: \_\_\_\_\_ PM

### Recharge Activities

- Read a book
  - Spend time in nature
  - Hobby time: \_\_\_\_\_
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# Financial Wellness: 50/30/20 Budgeting Rule

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**The Basics** A simple way to budget your after-tax income.

- **50% Needs:** Rent/Mortgage, Groceries, Utilities, Insurance.
- **30% Wants:** Dining out, Hobbies, Entertainment, Subscriptions.
- **20% Savings/Debt:** Emergency fund, Retirement, Credit card payments.

**Action Step:** Review your last month's bank statement and categorize your spending into these three buckets. Are you on track?