



WORK WELL UPDATE

A Peek Inside

MIND

An approach to conquering our mental hurdles

BODY

Beat allergies with this inexpensive and easy trick

FOOD

A recipe for procrastin-baking

RESEARCH

On getting the most out of your day

MYTHS DEBUNKED

Rethinking the 8 hour workday

May RAISE THE BAR

Aside from being the name of one of our awesome cooking demos, “Raise The Bar” is an awesome approach to productivity. While raising the bar is typically portrayed as making meticulous to-do lists, hustling in all aspects of life, and adding more to our plate, we want to provide another route this month. There are so many “hacks” for the perfect way to get work done, but most don’t really help us achieve stress-free, streamlined productivity. Not to mention that we’re all individuals, so peak productivity will look different on everyone. We’re going to peel back the layers and give you the stuff that actually works.

On the Goga is a workplace wellness company guided by one, simple principle: Happy People Do Great Things.

Learn More About Mindful Wellness Programs
www.onthegoga.com

WORKING ON THESE?

Landing page

• Marketing Toggl

UX Research

• Design

Marketing Weekly Meeting

• Meetings

Today

3:31:16

Newsletter Emails

0:48:21

• Marketing Toggl

healthy tech

TOGGL

For those of us who need to level up our boundary setting when it comes to time, Toggl is the tool. Toggl is a simple time tracker you can use right from your web browser. With the click of a button you can track and report time spent on various projects. And then view reports based on the project, the week, or any other parameter you like.

It helps to understand where you're actually spending your time, and compare that to your goals, previous projects, or your team. You can even use the app to track or establish billable rates for your tasks.

30 day free trial, then paid plans

office holidays

THE OFFICIAL MAY LIST

4th: Star Wars Day

6th: National Nurses Day

10th: Mother's Day

15th: Endangered Species Day

25rd: Memorial Day



wellness in 2

THE TWO MINUTE RULE

Author James Clear's Two Minute Rule is a game changer. By focusing on taking action, we overcome mental hurdles and just jump right in.

There are two parts to the Two Minutes Rule:

1) If it takes less than 2 minutes, do it now. Make your bed, send a quick email, wash the dishes immediately after your meal, etc.

2) When you start a new habit, your first steps should take less than two minutes to do. This might look like tackling the goal of running a marathon by taking just 2 minutes to stretch.

Source: Life Hack



THIS MONTH'S
**health
myth
debunked**

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Myth:
8 Hour Workdays Lead
to Productivity

FACT:

Many of us think that being busy and working long hours means being productive. But there's mounting evidence that the length of your workday is far less important than the focus of your workday. In fact, studies show that focused employees can get most of their 8-hour workday done in about 5 hours. That, coupled with the knowledge that 70% of people say that their biggest stressor is a lack of work-life balance and 40% of employees feel burned out, is a pretty convincing case for increasing the flexibility of what our companies define as a "productive workday."

The key here is encouraging task completion and deep work vs. "butt in chair" time. In fact, managing by results and performance rather than hours worked puts the onus on output. You can hire people you trust and trust them to perform. This, in turn, allows employees to deliver tangible, valuable projects and also have more time for their lives away from work.

The smartest, most cutting-edge companies will be the first to transition to a shorter workday. Why? Because it saves time, boosts productivity, and decreases stress.

Source



LEVEL UP YOUR BREAD GAME

Strawberry-Banana Bread

INGREDIENTS:

- 1 1/4 cups all purpose flour
- 1/2 cup white sugar
- 1/4 cup light brown sugar, packed
- 1/2 teaspoon baking soda
- 1/2 teaspoon cinnamon
- 1 medium banana (mash half, slice the other half)
- 1/4 cup canola oil
- 1 egg white, beaten
- 1 teaspoon vanilla extract
- 1 cup strawberries, diced (frozen works!)

INSTRUCTIONS:

- Preheat oven to 350F. Prepare a 9x5 inch loaf pan.
- Combine flour, sugars, baking soda, cinnamon and stir.
- Add the mashed banana to the dry ingredients and stir.
- Add the oil, beaten egg white, vanilla and stir until just combined.
- Gently fold in 3/4 cup strawberries.
- Pour batter into prepared pan and top with 1/4 cup strawberries and banana slices, pressing them very gently into the surface of the batter.
- Bake for 45 minutes, or until toothpick comes out clean.

Source: Averie Cooks





TEAM SPOTLIGHT

Olivia Neely

REGISTERED DIETITIAN

“HEALTHY FROM HOME

Eating nutrient-dense, whole foods is one of the single most important steps you can take to improve your health. But preparing our own food is more than half the battle when it comes to eating well. A silver lining to our current situation is that most of us are eating at home a lot more than usual—whether we want to or not! I'm here to share some tips for eating healthy from home:

#1: Embrace simplicity

Not every meal has to be a masterpiece. Simple meals with simple ingredients can be put together quickly with little prep time. Try an apple with almond butter or steamed veggies, canned salmon, and a baked potato.

#2: Get creative

Take three things out of the fridge and find a new way to combine them in a meal. Pick a protein that you have already and try preparing it with a new recipe. Invite friends and family to share recipes on a Google Doc.

#3: Learn to love leftovers

Cook 1.5–2 times the amount you normally would for dinner and eat these leftovers for breakfast and/or lunch the next day.

Tricking Your Brain Into Prioritizing Tasks

Source: *International Journal of Strategic Management*

GET THINGS DONE

The great paradox of optimizing work is that it can create stress, rather than reduce it, as people take way too long planning, then feel lost or worried when unanticipated changes mean they cannot carry out the plan. In a 2001 book, productivity consultant David Allen proposed the concept of “Getting Things Done,” or GTD for short, which shifts the focus from outlining priorities to keeping an eye out for opportunities and commitments for action. Researchers Francis Heylighen and Clément Vidal from the Free University of Brussels conducted a study to understand the efficacy of the GTD methodology in practice.

5 STAGES OF GTD

- Collect everything that’s relevant to your activities, including emails, phone calls, articles, to do lists, etc. Collect both physically (folders, notebooks) and electronically (email application, calendar).
- Process what you collected, what it means, and what to do with it.
- Organize the results based on actionability.
- Review daily and weekly to develop genuine trust in your system.
- Do the things.

SITUATED COGNITION AND ACTION

Heylighen and Vidal explain that GTD works because cognition and action are determined much more by external stimuli than by internal reasoning or planning. The GTD method determines which action to do based on how easy the action is to perform in the here and now, rather than ordering to do by priority, by project, or by planning. Typically induced by information overload, stress and anxiety can be reduced by working according to the situation at hand. For example, you ask yourself “How much time do I have?” and “How much energy do I have?” to inform what to do next. This restores a sense of control and allows you to enter a flow state with the task at hand.

PUT IT INTO PRACTICE

The GTD modality agrees with modern cognitive research, proving that adapting is far more important than planning. Similar to the Two Minute Rule (see this month’s Wellness in 2), GTD encourages a “just do it” mindset, streamlining your work day and mind for less stress and more productivity.

Read more about GTD [HERE](#)



3 Ways to TACKLE SPRING CLEANING

CREATE A VISION

Cleaning for the sake of cleaning can be un motivating. Before you get going, envision your space the way you want it and imagine how you'll feel when it's done.

GO ROOM-BY-ROOM

There's nothing more daunting than saying "I'm going to clean the entire house today." So break up your cleaning into room-by-room spurts.

GET EVERYONE INVOLVED

Company makes cleaning faster more enjoyable. If you have reluctant helpers, create an upbeat playlist and the incentive of a yummy dinner and TV marathon post-cleaning.



How To: CREATE A BULLET JOURNAL

Bullet journaling is an analog technique for prioritizing your daily tasks in life. It's a popular way to manage and plan your personal and professional life.

LEARN THE SYSTEM

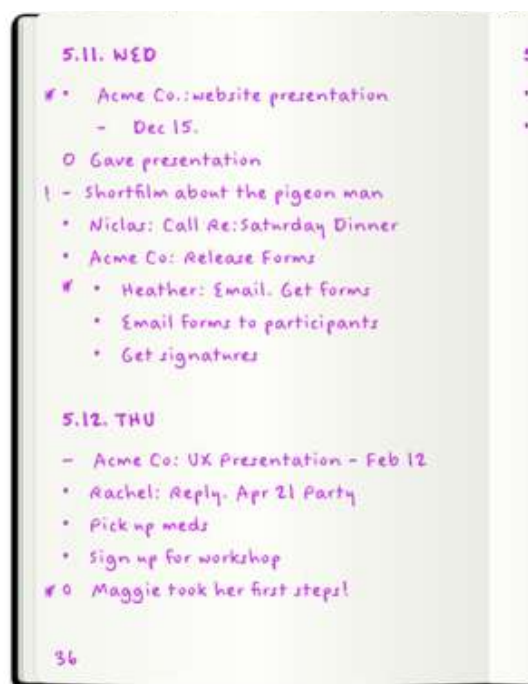
Take advantage of the thousands of YouTube videos or visit BulletJournal.com for the full philosophy, tips, and support.

PICK THE RIGHT NOTEBOOK

Nothing extravagant necessary. In fact, a simple lined, dotted, or grid notebook is your best bet. Moleskins work great.

MAKE IT A HABIT

Once you take the time to set up your bullet journal, you'll want to ensure that it actually works for you. Contrary to the popular saying, it takes more than 21 days to establish a habit. Make it a daily practice, but don't sweat it if you miss a day!



THIS MONTH'S Your Question, Answered.

Have a health or wellness-related question you want answered?

Email us at info@onthegoga.com use the subject line

MY QUESTION ANSWERED

What are Natural Remedies to Alleviate Allergy Symptoms?"

Nadir Khan, Philadelphia, PA

You might have seen neti pots before and thought, "oh heck no," but they pack a serious punch when it comes to natural allergy relief. A neti pot is a small container with a spout. You boil some water, allow it to cool down to a luke warm temperature, and mix in some salt. Then, you fill the neti pot with this solution and let the liquid flow into one nostril, through the nasal passages, and out the other nostril. The salt water helps loosen mucus and relieve congestion, clearing out such allergens as pollen and pet dander. It might sound odd, but don't knock it 'til you try it. Neti pots are an easy, cheap, and safe way to make allergies less of a drag.

