

Weekly Calendar

Five activities to try at home for each day of the week!

WEDNESDAY	THURSDAY	FRIDAY	MONDAY	TUESDAY
Time to get the yard cleaned up and prep the gardens!	Join us for the final talking circle on World Day of Cultural Diversity	Start a daily gratitude journal . It only takes a minute a day!	Keep your brain sharp by trying these online jigsaw puzzles	Check out these cleaning tips 'that actually work'

THE 8 HABITS OF HIGHLY PRODUCTIVE PEOPLE

Habit 1: Ruthlessly cut away the unimportant
(and Focus on the important)

Habit 2: Allocate breaks strategically
(Rest when you are tired)

Habit 3: Remove productivity pitstops
(Things that limit your productivity)

Habit 4: Tap into your inspiration
(Channel your inner muse)

Habit 5: Create barriers to entry
(Don't make yourself too accessible)

Habit 6: Optimize time pockets
(Make the best of every minute)

Habit 7: Set timelines (So things get done)

Habit 8: Automate everything possible
(Outsource, Delegate, Automate)

© Celestine Chua; Full article at:
<http://personalexcellence.co/blog/habits-of-highly-productive-people/>

Meet our New Furry Co-Workers!



Note: Refrain yourself to only 15 minutes of COVID-19 related information per day. Stay informed, but keep your mind healthy!

Quick Links

[Algoma University COVID-19 Updates](#)

[Government of Canada](#)

[World Health Organization](#)

Employee Feature

Hi Everyone, I hope you are all keeping well during these challenging times. Technology is great to keep us connected, but it's good to have a balance and maintain structure to keep yourself healthy. An excellent means of achieving this is to follow a daily routine that keeps your mind & body active. I personally complete a simple workout in the morning and get some fresh air in the afternoons to split up screen time (while responsibly socially distancing of course!). Here is a great quote from an old friend of mine to keep yourself focused!

"SUCCESS AT ANYTHING WILL ALWAYS COME DOWN TO FOCUS AND EFFORT. AND WE CONTROL BOTH."

Jason Robert 'The Rock'



Ryan Refcio
Systems Analyst