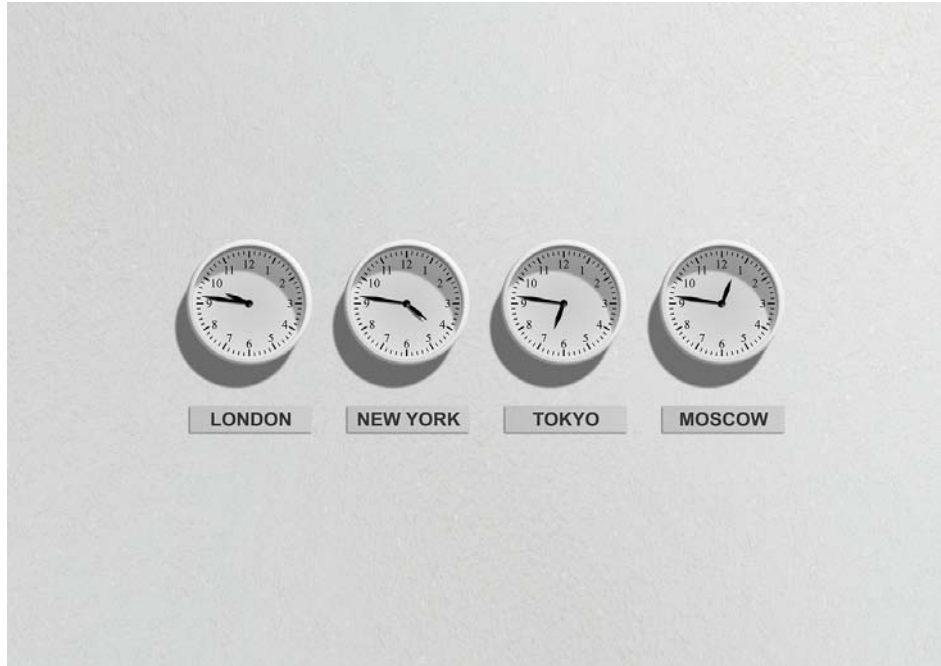


2 Most Important Things To Do Before Leaving Your Office



Successful people make a point to always do two things before heading home for the night:

Don't leave work with mind traffic

Mind traffic create the stress and often waking up in the mid night thinking about unfinished business. Take 10-15 minutes each day to close off today, for upcoming projects and check your calendar and to do list for tomorrow.

Don't leave work without saying goodbye

Take the time to say goodbye to everyone on your team. This small action can help you feel more connected to your team and give you a sense of closure to the day. Successful professionals create friendliness. They're happy, confident people who know that the team will be uplifted if they help make the environment upbeat and humanistic. They also realize that last impressions linger into the next day.

From a practical standpoint, it also lets the team know you'll be gone.