

# BACK TO YOUR JOURNEY

IN 3 STEPS!




RETURN WELL: JOURNEY BACK TO  
LIFE

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YOUR LIFE  
IS YOUR  
STORY.  
WRITE WELL.  
EDIT OFTEN.

SUSAN STATHAM

RETURN WELL

# RETURN WELL TO YOUR JOURNEY - TODAY!



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Welcome to Return Well, where we're excited to join you on your journey towards a more balanced and fulfilling life. This booklet is designed to be your personal guide to start cultivating healthier routines and enhancing self-awareness. Whether you're seeking to refine your focus, manage stress, or navigate a sabbatical, we offer a few practical tools and coaching insights. At Return Well, we're here to support you every step of the way as you embrace a path to well-being and renewed energy.

*Dick Elisa Aalberts*  
*Return Well*



# STEP 1: EMBRACE REST

## **Establish a Sleep Routine**

Going to bed and waking up at the same time every day can significantly improve your sleep quality. Consistency helps regulate your body's internal clock, making it easier to fall asleep and wake up naturally. By maintaining a regular sleep schedule, even on weekends, you reinforce your sleep-wake cycle, leading to more restorative sleep. This routine reduces sleep disturbances and enhances your overall well-being, leaving you feeling more energized and alert throughout the day.

“EMBRACE REST, LEARN TO TAKE MINDFUL BREAKS, MAKE HEALTHY ROUTINES AND RESTFULL SLEEP ROUTINES”

## **Mindful Breaks**

Taking short, mindful breaks during work can refresh your mind and boost productivity. Instead of pushing through fatigue, pause for a few minutes to stretch, breathe deeply, or take a quick walk. These breaks help reduce stress, prevent burnout, and improve focus. Mindful practices such as meditation or simply being present in the moment can recharge your mental batteries, making you more efficient and creative when you return to your tasks. Regular breaks also promote overall well-being by giving your mind and body time to rest and recover.

## **Healthy Routines**

Building healthy routines is key to feeling your best and living a balanced life. Start your day with a nutritious breakfast to give you energy and set a positive tone. Find a form of exercise you enjoy, like walking, yoga, or dancing, and aim to move regularly. Make sure you get 7-9 hours of quality sleep each night to help your body recover and recharge. Drink plenty of water and choose wholesome, nutrient-rich foods to nourish your body. Don't forget to manage stress—try activities like meditation, deep breathing, or engaging in hobbies you love. Sticking to these habits consistently can help you stay healthy and happy.



# STEP 2: CULTIVATE FOCUS

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*“Cultivating focus is crucial for enhancing productivity and minimizing stress. When you direct your attention to one task at a time, you increase your efficiency and effectiveness, leading to better results and a greater sense of accomplishment.”*

## SET CLEAR GOALS

Setting clear goals is a fundamental step in honing your focus. By writing down specific objectives for the day, you create a concrete roadmap for what needs to be accomplished. This practice not only helps you prioritize tasks but also provides a sense of direction and purpose. Clear goals make it easier to break down complex projects into manageable steps, which can boost your motivation and keep you on track. With a defined list of goals, you can track your progress and make adjustments as needed, ensuring that you stay aligned with your priorities and maintain a sense of achievement as you check off completed tasks.

## USE TIME BLOCKS

Using time blocks is a highly effective technique for managing your focus and productivity. By allocating specific periods for different tasks or activities, you create a structured schedule that helps you stay organized and on task. This method minimizes the tendency to multitask, allowing you to concentrate on one activity at a time and complete it more efficiently. Time blocks also help in setting clear boundaries for work and rest, preventing burnout and maintaining a balanced workflow. Additionally, having designated time slots for tasks makes it easier to stick to deadlines and reduces the stress of last-minute rushes, ultimately leading to a more productive and controlled workday.

## LIMIT DISTRACTIONS

Limiting distractions is essential for maintaining focus and enhancing productivity. To create an environment conducive to deep work, start by turning off non-essential notifications on your devices and silencing any alerts that might interrupt your concentration. Design a dedicated workspace that minimizes interruptions and helps you mentally separate work from leisure. Establishing clear boundaries with family members or colleagues can also reduce unexpected disruptions. By actively managing your surroundings and technology, you can create a focused space where you can immerse yourself in your tasks, leading to more efficient work and less stress.



# STEP 3: KNOW THYSELF

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## REFLECT REGULARLY

Reflecting regularly is a powerful practice for personal growth and self-awareness. Spending a few moments each day to consider your thoughts, feelings, and experiences allows you to gain insight into your behaviors and motivations. This daily reflection helps you understand your reactions to different situations and identify patterns in your emotions. By making reflection a habit, you can better recognize your achievements and challenges, which in turn helps you make informed decisions about your personal development. This consistent self-evaluation fosters a deeper connection with your inner self and promotes continuous improvement in your life.

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## PERSONALITY ASSESSMENTS

Personality assessments, such as the Myers-Briggs Type Indicator or the Lifelanguages, offer valuable insights into your unique traits and tendencies. These tools can help you understand your natural preferences, strengths, and areas where you might face challenges. By identifying your personality type, you can gain clarity on how you interact with others, approach problem-solving, and handle stress. This self-knowledge enables you to make choices that align with your true self and enhances your ability to work effectively with others. Utilizing these assessments can be a transformative step in personal growth, helping you navigate relationships and career paths with greater awareness.

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## SEEK FEEDBACK

Seeking feedback from friends, colleagues, or mentors is a crucial step in personal and professional development. Asking for input on your strengths and areas for improvement provides you with an external perspective that can highlight blind spots you might not see on your own. Constructive feedback helps you understand how others perceive your actions and work, which can guide you in refining your skills and behaviors. By approaching feedback with an open mind and a willingness to learn, you can make meaningful adjustments that enhance your performance and relationships. This practice not only fosters growth but also builds stronger connections with those around you.



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RETURN WELL

As we wrap up this journey, we hope you feel inspired and equipped to implement the strategies for a healthier and more focused life. By embracing the tools and practices shared in this booklet—such as setting clear goals, managing time blocks, and reflecting on your personal growth—you’re taking meaningful steps towards enhancing your well-being and productivity. We encourage you to take action today: start integrating these insights into your daily routine and watch as they transform your approach to work and life. Remember, the path to a more balanced and fulfilling life begins with a single step, and at Return Well, we’re here to support you every step of the way.



## CONTACT US

[Make your appointment now at Return Well!](#)



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LIFE**