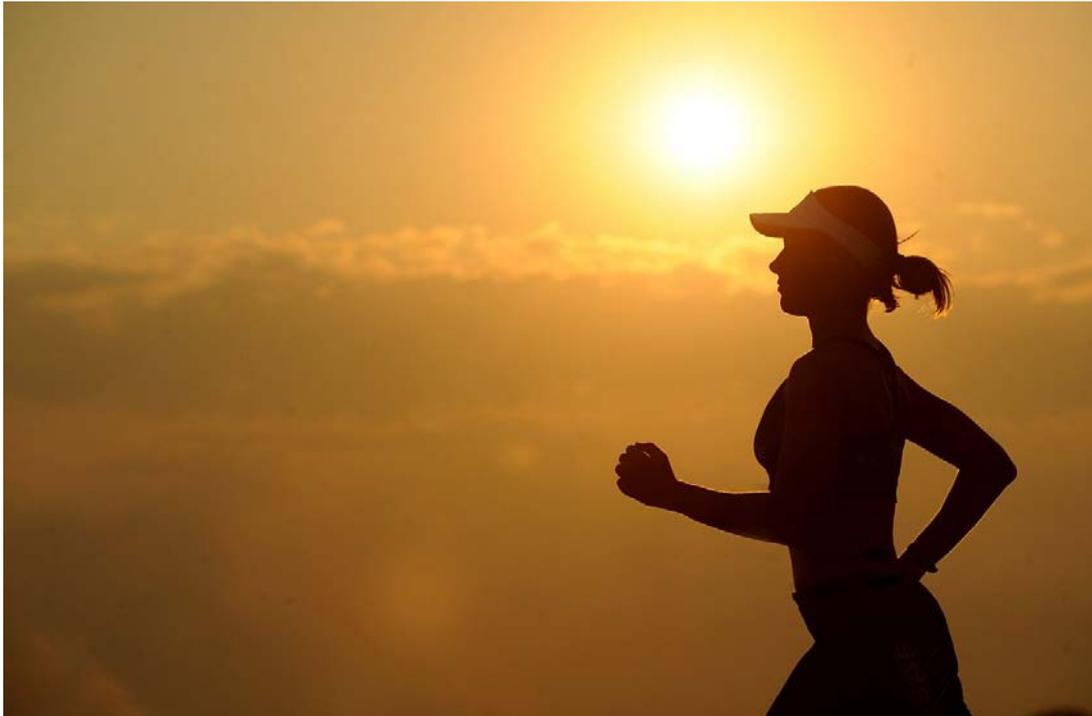


6 Things You Should Do at the Start of Every Work Day



The secret to success is how they start each day and the actions they take before launching into their work. Even the small action, such as taking the time to fit in a proper breakfast before you go to the office, can show the world of difference in how you go about your day.

The starting hours of the work day can have an effect on your level of productivity over the following steps—so it's important to have a morning routine that brings you up for success.

Wake up early

A recent [Guardian](#) article suggests they do. The British paper interviewed some of the top CEOs from around the world on what time they wake up and what is their morning routine, and they have similarity in their routine.

Arrive on time

This may be a problem to most people—but they don't realize that always late can not only leave a bad impression, but also spoil your day. Reaching on time or a bit early helps your mindset for the day and helps promote a feeling of accomplishment.

Eat a proper breakfast.

Breakfast is the most important meal for your day and can provide energy that you need to use for your daily work. Breakfast is not only important for physical fitness, but also provides mental energy needed to do your work. It's important to remember to get a healthy breakfast in you before setting off for work - just another reason you should try waking up early!

Organize your desk

Organise your desk before starting work, as a clean environment for your day. Clearing up your desk at the start of each work day can help you to clear confusion and put you in the right frame of mind for the day ahead, as you're free from distractions and clutter.

Plan your day

Those few quiet moments at the start of each work day provide the perfect conditions for one thing - mapping out the tasks that lie ahead. With your mind at its sharpest in the morning and fewer distractions present, it is a great opportunity to sort out your priorities for the day and list the goals you want to meet.

Be positive

You should be careful about your mood and be aware of its effect on others. First and last thing in the day is when emotional intelligence can have the greatest impact.