If you feel stressed by responsibilities at work, you should take a step back and identify (识别)those of greater (great)and less importance. Then, handle the most important tasks first so you’ll feel a real sense of achievement (achieve). Leaving the less important things until tomorrow is (be) often acceptable.

Most of us are more focused on our tasks in the morning than we are later in the day. So, get an early start and try to be as productive as possible before lunch. This will give you the confidence you need to get you through the afternoon and go home feeling accomplished.

Recent studies (study) show that we are far more productive at work if we take short breaks regularly (regular). Give your body and brain a rest by stepping outside for a while, exercising, or doing something you enjoy.

If you find something you love doing outside of the office, you’ll be less likely to bring (bring) your work home. It could be anything—gardening, cooking, music, sports—but whatever it is, make(make) sure it’s a relief from daily stress rather than another thing to worry about.