



Photo: Courtesy of the Oxygen Network.

4

WEEKS TO

BEST-SELLING AUTHOR AND LIFE COACH CHERYL

WEEK

1

WORKING IT OUT

Feeling like your job is more of an ongoing crisis than a career? Taking a deep breath—and a step back to re-examine the situation—can make a world of difference in the workplace.

SUNDAY

Choose your top three priorities at work this week. Focus on getting each done at a comfortable pace on a preset time schedule. Don't stress over the small things that didn't get done—take pride in these completed accomplishments.

MONDAY

Get out of your office at lunchtime to clear your head and boost productivity. It may seem hard to take a break, but to get more work done, sometimes that's what's needed. Step away, relax and, when you get back, you'll be able to focus on the task at hand.

TUESDAY

Make a short list of what you love about your job. This will help you to reaffirm why you've chosen the career you did. Keep this list handy for difficult days at work—it can be a great pick-me-up reminder of why you love what you do.

WEEK

2

ENERGIZE AND REVIVE!

Part of uncovering the new you is re-vitalizing the old you! Focus on giving yourself the rest, relaxation and mental de-stressing that is crucial to leading a full life.

Take a walk with a friend. It's both a stress-reliever and good exercise—plus the perfect chance to catch up on what's going on in both your lives!

Buy a good multivitamin. Besides the obvious health effects, you might find this gives you the extra energy boost you need to get through the day.

Eliminate caffeine or sugar for a day—or any small energy addiction. Things like coffee and sweets may give you an instant energy boost, but beware the post-rush lows, which can zap you of zest.

WEEK

3

ROCK YOUR RELATIONSHIPS

Take a look at how you interact with the people around you. Do you foster caring, supportive relationships in your life, or do you endlessly tolerate an abusive boss or overly-needy friend?

Relationship: Make a top 10 list of why you love your partner. Remind yourself of all the wonderful things he brings to your life.

Single: Create a profile of the ideal partner. This will help you focus on what you're looking for, and what personality traits are most important to you.

Relationship: Acknowledge someone you love. Let them know how important they are to you and your life.

Single: Acknowledge a loved one's strengths. Everyone needs to hear they're loved from time to time—so strengthen your day by making theirs special.

Relationship: Buy a sexy piece of lingerie. It'll be a treat for you and your partner to share.

Single: Splurge on something sexy for you—perfume, lingerie, etc. Who says you don't deserve a treat because you're single? That doesn't mean you're not a sensual person!

WEEK

4

SENSATIONAL SELF

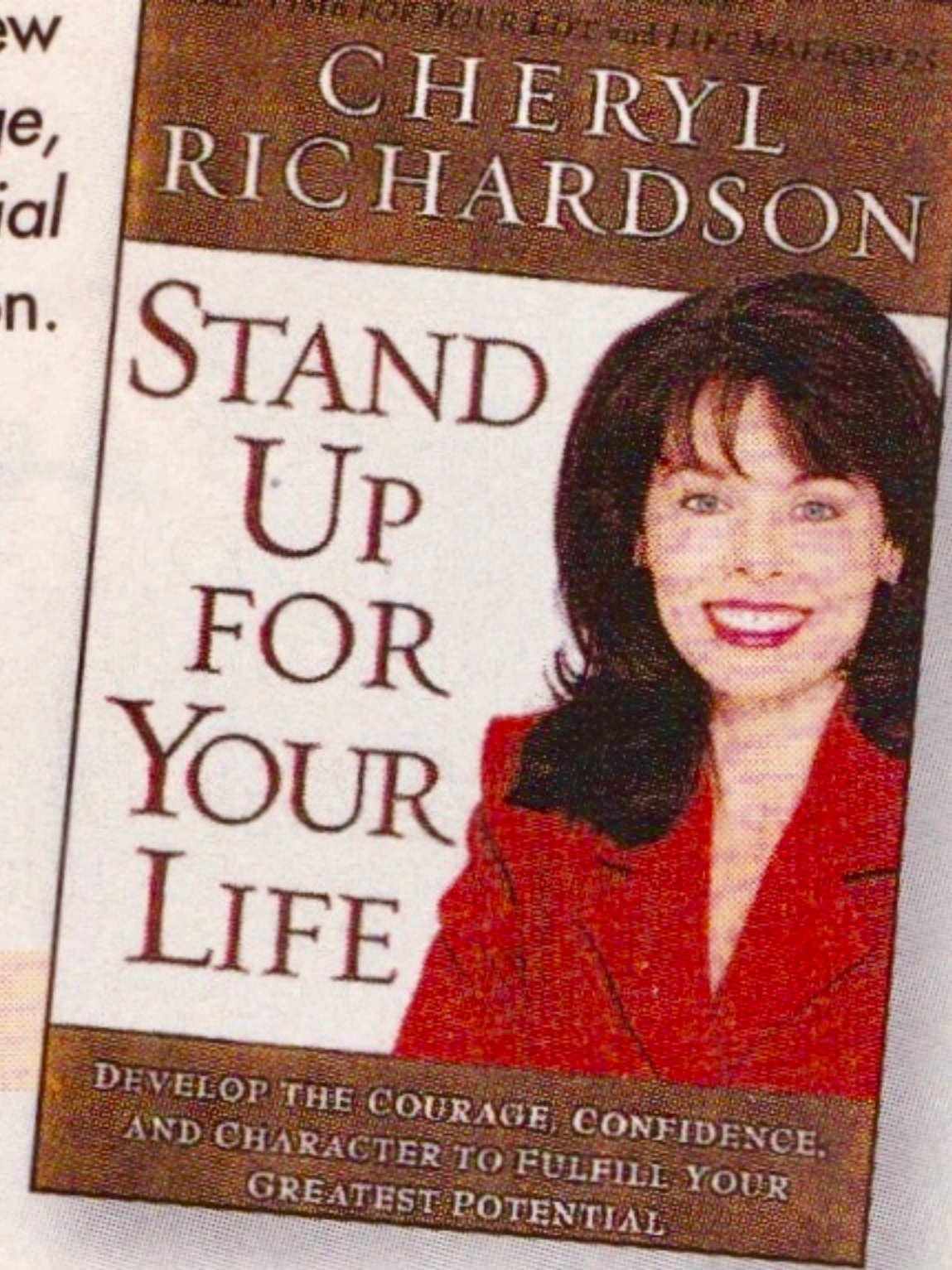
After you've strengthened some of the major areas in your life like your career, your interactions with others and your well-being, it's time to focus on the most important person in your life: You.

Find a partner to support you in making positive changes in your life. It can be a friend, boyfriend, parent, neighbor, co-worker—anyone who you think would lend an open ear and some good advice.

Start a journal. Write down your feelings and thoughts daily, and re-read old entries to see how you dealt with similar problems in the past.

Make a list of the things you dream about doing, and share this list with a partner or friend. See what advice your friend/partner has for fulfilling the dreams on your list—you'd be surprised how insightful an outsider's look at your life can be.

Pick up a copy of life coach Cheryl Richardson's new book, *Stand Up For Your Life: Develop the Courage, Confidence and Character to Fulfill Your Greatest Potential* (Free Press), on sale now at bookstores across the nation.



FEELING FABULOUS

RICHARDSON TELLS YOU HOW TO MAKE OVER YOUR LIFE IN JUST ONE MONTH!

WEDNESDAY

Eliminate one energy drain—clean out your e-mail “in” box, organize your desk, etc. Clutter can cause you subtle stress, even if it’s not totally visible. Messy desk drawers and hard-to-find files will just pose problems later on.

Make a doctor or dentist appointment. Skipping regular dental or doctor’s appointments because you’re busy doesn’t save you *anything* in the long run. Maintaining your health is one of the most important things you can do for your state of mind and well-being.

Relationship: Write a love letter to your partner. This will reinforce your feelings to you *and* your partner... and provide a wonderful keepsake for you both.

Single: Write a love letter to yourself. Tell yourself what you’re proud of, what you like about yourself. Use as many pages as you like.

Put one important goal in writing and take one action toward it. Writing it down makes it concrete; then start taking small steps toward fulfilling it—signing up for a class, calling a friend you haven’t spoken to in years, etc.

THURSDAY

Delegate one task to someone. It’s admirable to acknowledge that work is often more effectively done when everyone’s working together, so don’t take it all on yourself.

Go to bed early. It’s easy to get into a pattern of skipping sleep to finish work, cleaning, social engagements, etc., but sleep deprivation adds up and can increase stress levels and increase your chances of getting sick.

Relationship: Plan a romantic date. Although you and your partner may have busy schedules, it’s crucial to take time out for each other.

Single: Take yourself out to dinner at a favorite restaurant or to a movie. You deserve a treat and going by yourself means you get to decide where to go, what to see.

Build your courage muscles by facing one fear. Do one thing you are afraid of, anything from going to a movie alone to learning to change your car’s oil, just to see that you can.

FRIDAY

Say no to a request. You may feel guilty about it at first, but acknowledge you can’t do everything, and that you have a life outside of the office.

Take a media fast—no TV, no radio. You deserve a break from the frantic pace of news and information to just relax.

Relationship: Take a bath with essential oils with your partner. Having some time to relax together should be a bonding experience to take a break from your busy lives.

Single: Take a nice bath by yourself. One of the easiest ways to take a break is to run a soothing, warm, relaxing bath.

Spend ten minutes in silent reflection—no noise, no TV. Just thinking about your life and what’s working, what’s not, etc.

SATURDAY

Take a break from the computer—no working at home! It may be tempting to catch up on work on your off hours, but you need a break. You can pick up where you left off on Monday.

Schedule a massage. It may seem like an indulgence; it is, and you deserve it. A half-hour or hour of total relaxation is just what your body ordered.

Relationship: Enjoy the sensuality of your favorite music. Slow-dance with your partner or relax together, listening to a key song.

Single: Listen to your favorite sexy music. Dance, nap, take a bath—just pop in some well-liked, energizing music first.

Pass up good for great; say no to an opportunity that doesn’t feel absolutely right for you. Don’t let yourself get pressured into doing something you’re not totally sure is a good idea. Listen to your heart—no matter how quietly it’s speaking to you. **CW**



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