



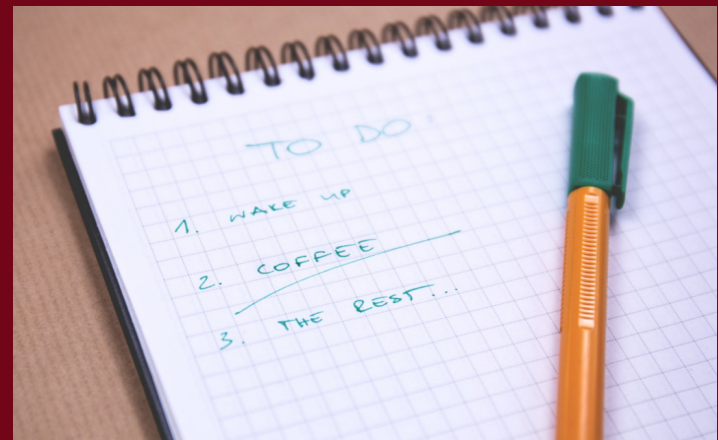
The HealthTech Weekly

January 7, 2018

Feeling less productive at work after the holidays?

Harvard Business Review's Management Tip of the Day, adapted from "How to Minimize Stress Before, During, and After Your Vacation," suggests the following:

Use the first 30 minutes of your day to go over your to-do list and plan how to tackle it.



Check in with key people to go over what you missed and what needs your attention. Thank everyone who covered for you!

names and projects. Read and respond to those first, followed by less urgent messages.



Take time out of your day to reflect on your break. Tap into the calm you felt during your time away to stay energized!

Interested in signing up for the *Management Tip of the Day*? Check out Harvard Business Review's many newsletters [here](#)!



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