

## Weekly Tips

### One Simple Way

#### How to take truly restful breaks

Research suggests that just powering through may not be the best way to get more done. Instead, take the right kind of breaks along the way.



### Picked for You

#### 4 actions to take with your boss when you start a new job

Be proactive in these key areas to get clarity on your role and build a strong working relationship with your manager.

#### Phrases to avoid when you want to be supportive—and what to say instead

Even with the best intentions, it's easy to say the wrong thing.

### What to Know Now

#### 6 questions to ask yourself when you're feeling unmotivated about your job

Figure out where your job is falling short right now—and what you can do to make your work life better.



### Best of the Web

#### How to develop your "executive presence"

An executive coach offers tips to develop three essential characteristics.

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