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When you become a freelancer or business owner, you may find it surprisingly challenging to play your own boss. Learn how to maximize your productivity, play to your strengths, and be your own inner coach with these self-care tips.

- **1.** Do the obvious.
- **2.** Stop comparing.
- **3.** Stay organized.
- **4.** Keep a routine and work when you're at your best.
- **5.** Touch things once, or at least fewer times.
- **6.** Give yourself the time.
- **7.** Take breaks.
- **8.** Make perfection less of a priority.
- **9.** Focus on doing just one.
- **10.** Know what's important.

- **11.** Break things down.
- **12.** Crowdsource.
- **13.** Make incremental changes.
- **14.** Stop doing things you don't love.
- **15.** Daydream.
- **16.** Don't let the hard things linger.
- **17.** Set a time limit on regret and guilt.
- **18.** Know your value.
- **19.** Stop staring at projects you never finished.
- **20.** Give gratitude a foothold.

Read more about each tip here!