



The
enchantingLawyer™

Action Guide

Jeena Cho

1. Reduce Email Overwhelm

Jeena talks about how email can shoot our stress levels through the roof. By having our email open all day we are keeping the level of adrenalin up and our minds can never relax. She gave us some tips on how to reduce the amount of stress what email gives us.

How Does It Apply?

Jeena's tips include:

1. Take a few deep breaths before opening an email, especially if you think that it might be a difficult one
2. Try to check your emails just twice a day
3. Try not to open your emails first thing in the morning
4. Filter your contacts into clients and non-clients

Try to apply these tips and after a week, write down below what difference this has made to your day and your stress levels.

2. Keep a Worry Journal

Jeena describes how she managed to lower her anxiety levels by keeping a worry journal. Any time she felt that things were going round in her head, she wrote everything down. This literally cleared the thoughts from her head and she stopped worrying that she was going to forget something.

How Does It Apply?

Write down below what worries and stresses you have in our head right now. Now you can get on with what you were doing. Any time that your head gets overwhelmed, write your thoughts down, and move on.

3. Try Meditation

Jeena and Jacob discuss how important it is to start the day off with your head in the right place. A short meditation can be really useful in getting you ready for the day ahead.

How Does It Apply?

Listen to Jeena's 2 minute meditation and have a go. You can start out with just 1 or 2 minutes and then start increasing the amount of time. Write down below the effect that you think that it is having on your mind.