



Not sleeping enough?

You may be hurting your chances of success.

Lack of sleep or poor-quality sleep can affect how well you function and do your job.

It's important for everyone to get at least seven hours of shut-eye.

Sleep-deprived people have trouble doing critical things, like:

- Concentrating, remembering and reasoning
- Handling stress
- Listening and communicating
- Solving problems
- Making decisions
- Controlling their moods

They also struggle with being late, dozing off and having more injuries.

To stay alert at work, try some simple strategies:

- Honor your internal rhythm — when you tend to feel tired or low-energy — with breaks.
- Power nap for at least 20 minutes in the late morning or early afternoon.
- Eat healthy snacks, exercise and drink fluids throughout the day to keep your body going.
- Don't take medications that cause drowsiness.
- Create a sleep routine that gets you to bed and work on time.

Sleep helps you recharge and seize the day! So you can be and do your very best.



The big picture

Sleep issues are also very costly for business, leading to an estimated \$150 billion in losses from:

- Absenteeism
- Workplace accidents
- Lower productivity