

# 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