

# Health Newsletter

-Generali China GBD

2025 December



Previous Health Newsletter



# C o n t e n t s

## P3

Year's End, New Beginnings

## P4

International Universal Health  
Coverage Day : Focus Key Abnormal  
Indicators in Your Health Check-up

## P8

Musculoskeletal Wellness for  
Office Population: An Ergonomics  
Guide

## P11

Health Preservation at the Winter  
Solstice – Warming, Nourishing,  
and Strengthening the Kidneys to  
Safely Pass the Deep Winter

## P15

Screen time boundaries

## P18

Year-End Energy Boost Tips: Start  
Your New Year with a Head Start



# Year's End. New Beginnings

December has arrived, marking the quiet close of another busy year. The days grow shorter, the air crisper—a natural moment to pause, reflect, and prepare for what lies ahead.

At this time of year, the weight of accumulated fatigue often feels most present. Whether it's tension in the shoulders from long hours at a desk, or stiffness in the back from the demands of daily life, these signals remind us to slow down, rest, and recharge. The year's end is not just a finish line—it's an invitation to care for ourselves, to restore energy, and to enter the new year with renewed vitality.

Looking back, we're grateful to have accompanied you through the seasons with our Monthly Health Guide. This year, our ongoing Weight Management and Mental Wellness columns have woven through each issue, alongside seasonal health insights tailored to the changing year. We hope these pages have offered you both practical guidance and a sense of companionship on your health journey.

True wellbeing is nurtured through patience and consistency—and every small step you take toward self-care matters. This December, may you find moments of quiet and rest, and tend to yourself with kindness.

Let us gently bid farewell to 2025, and step with grace into the year to come.

Here's to continuing our journey toward health—in 2026, and beyond.







12.12

International Universal Health Coverage Day

# Focus Key Abnormal Indicators in Your Health Check-up

## Background: Key Abnormal Indicators in Health Check Report

The establishment of Universal Health Coverage Day on December 12 aims to promote equal access to basic medical services for residents worldwide, and regular physical examinations are a core part of achieving health coverage. **Today, the "three highs" (hypertension, hyperglycemia, hyperlipidemia), fatty liver, and overweight/obesity have become the most common abnormal indicators in physical examination reports, showing the characteristics of "high incidence rate and low intervention rate".**

These abnormal indicators often have no obvious symptoms in the early stage, but they are like hidden time bombs. Long-term neglect may lead to serious complications such as cardiovascular diseases, diabetes, and liver cirrhosis. **Data show that the overweight rate of Chinese adults exceeds 50%, and the prevalence of fatty liver reaches more than 25%.** Physical examination is the only effective way to detect these metabolic abnormalities early, striving for valuable time for health intervention.

## Causal Analysis: The Core Theory of Metabolic Disorder

Abnormal indicators such as the three highs, fatty liver, and overweight do not exist in isolation, and the **core logic is insulin resistance**. Insulin is a key hormone regulating blood glucose metabolism. **When high-sugar and high-fat foods are consumed for a long time, exercise is lacking, or staying up late for a long time, the sensitivity of body cells to insulin will decrease**. The pancreas needs to secrete more insulin to control blood glucose, forming hyperinsulinemia.

This state will further trigger a chain reaction: **promoting fat synthesis and accumulation, leading to overweight and fatty liver; damaging vascular endothelium, inducing hypertension and hyperlipidemia**. It can be seen that an unhealthy lifestyle is the fundamental cause of metabolic disorders, and insulin resistance is the "core effect" connecting various abnormal indicators.

## Health Guidance

**Optimize dietary structure by choosing a healthy and nutritious eating pattern**

The primary task of improving metabolic abnormalities is to adjust the diet, with the core principle of "low sugar, low fat, and high fiber".

Firstly, **reduce the intake of added sugars** (such as milk tea, desserts), **refined carbohydrates** (white rice, white bread), and **trans fats** (fried foods, processed meats) should be reduced. Such foods will quickly raise blood sugar and increase the burden on insulin.

At the same time, **increase the proportion of whole grains (oats, brown rice), high-quality protein (fish, shrimp, chicken breast, soy products), and dietary fiber (green leafy vegetables, mushrooms, blueberries)**. Dietary fiber can delay sugar absorption, and high-quality protein can enhance satiety, helping to stabilize blood sugar and control weight. It is recommended to **adopt the "plate splitting method": half a plate of vegetables, a quarter of whole grains, and a quarter of high-quality protein**. Reasonably match three meals and avoid overeating.



## Scientific Management of Healthy Weight

Overweight and obesity are important risk factors for metabolic abnormalities, and reasonable weight loss is a key step in improving indicators. Firstly, to understand your own weight, you can focus on your BMI (Body Mass Index, normal range: 18.5-24.9) and body fat percentage (Preferred values: males: 14-17%; females: 21-24%) to determine whether you are overweight and assess your body fat percentage.

**If you decided to make weight loss, taking 5%-10% weight loss as the initial goal is a scientific and easy-to-adhere plan.** For example, a person weighing 80 kilograms can significantly reduce blood pressure, blood sugar, and blood lipid levels and improve insulin resistance by losing 4-8 kilograms.

Weight loss should be achieved through "diet control + exercise", **with a suitable weight loss of 0.5-1 kilogram per week.** Avoid excessive dieting leading to muscle loss and metabolic decline. At the same time, pay attention to changes in waist circumference. **Controlling the waist circumference below 90 centimeters for men and 85 centimeters for women** can better prevent metabolic problems caused by abdominal fat accumulation.

## Cultivate an exercise habit that combines aerobic and strength training

Regular exercise is a "specific medicine" for improving insulin resistance, which needs to **combine aerobic exercise and strength training to achieve double effects.**

**Aerobic exercise is mainly moderate-intensity,** such as brisk walking, jogging, swimming, cycling, etc. **It should be carried out for at least 150 minutes a week, more than 30 minutes each time.** It can effectively burn fat, improve cardiopulmonary function, and reduce blood sugar and blood lipids.

**Strength training can increase muscle mass,** and muscle is the main place for consuming blood sugar. **Conduct 2-3 times a week, targeting major muscle groups such as chest, back, shoulders, and legs** (such as dumbbells, push-ups, squats), which can significantly improve insulin sensitivity.

Exercise should be gradual to avoid injuries caused by excessive exercise. Significant improvement in indicators can be seen after persistence for more than 3 months.



### Regular monitoring of key indicators and follow-up

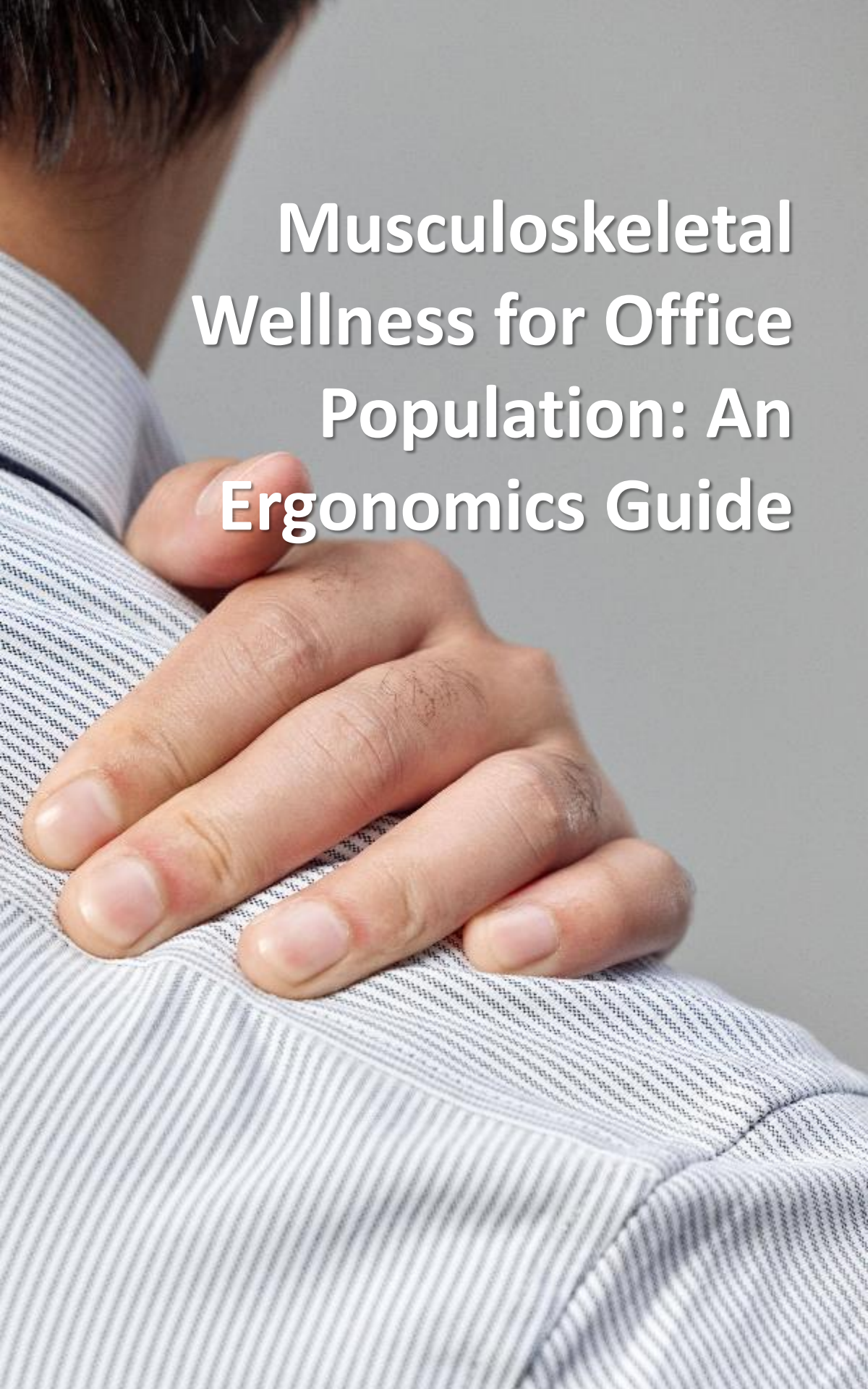
After abnormal indicators are found in physical examination, do not ignore them or take drugs without permission. **You should consult professional doctors such as endocrinologists and cardiologists in a timely manner to formulate personalized intervention plans.** Doctors will judge whether drug treatment is needed according to specific indicators (such as blood pressure classification, blood glucose value, degree of fatty liver), and guide lifestyle adjustments.

In addition, **regular re-examination is crucial. It is recommended to re-examine indicators such as blood pressure, blood glucose, blood lipids, and liver function every 3-6 months to dynamically monitor the changing trend.** For patients with hypertension and diabetes, they need to take drugs regularly as prescribed by doctors, and shall not stop or reduce drugs without authorization. At the same time, record daily indicator data (such as daily blood pressure value) to provide reference for doctors to adjust plans. Through the combination of medical monitoring and self-management, long-term stability of indicators can be achieved.

On International Universal Health Coverage Day, we reaffirm that health is a fundamental right for everyone. And managing health begins with understanding the body's signals. Your health check-up report is not a document to be filed away, but an action map guiding you towards a healthier life. Starting today, pay attention to those key indicators, take positive action, and invest in your long-term health and vitality.







# Musculoskeletal Wellness for Office Population: An Ergonomics Guide



### Context: The "Health Pain Points" of Office Population

In modern office scenarios, working at desks for a long time and facing electronic screens have become the norm, followed by increasingly prominent musculoskeletal health issues among office workers. Symptoms such as stiff and sore neck and shoulders, waist discomfort, and blurred vision are plaguing most office workers in the form of "cumulative trauma".

Data shows that **about 70% of office workers in China have varying degrees of neck, shoulder and waist strain, among which the prevalence rate of people aged 30-45 is as high as 85%**, showing a younger trend. These problems usually start with mild soreness, but if ignored for a long time, they may develop into organic diseases such as cervical spondylosis, lumbar disc herniation, and dry eye syndrome. They not only affect work efficiency, but also reduce the quality of life, becoming a "Heavy Health Burden" that cannot be ignored by office workers.

### Causal Analysis: The Three Primary Culprits of Musculoskeletal Strain in Office Population

The causes of musculoskeletal problems in office population mainly focus on three aspects: **long-term awkward posture, continuous static sitting for a long time, and poor workstation design.**

First of all, a hunched sitting posture with the head leaning forward puts extra pressure on the cervical spine, and the lumbar spine is in an overbent state, which easily leads to muscle tension and joint deformation in the long run.

Secondly, most office population sit for more than 8 hours a day on average. In a static state, muscles lack activity, blood circulation slows down, and metabolic waste accumulates, which in turn causes soreness and stiffness. Finally, if the workstation has problems such as the screen being too high or too low, the chair without lumbar support, and the improper position of the keyboard and mouse, it will further aggravate the body's awkward posture, forming a vicious circle of "poor workstation-awkward posture-musculoskeletal disorder".



## A Health Preservation Guidebook for Modern Office Population

### Create a Healthy and Comfortable Office Environment

The first step to improve office health problems is to optimize the workstation setting in accordance with ergonomic principles, and the core needs to **meet the three standards of "eyes looking directly at the screen, elbows naturally vertical, and feet flat on the ground"**, including:

**The height of the screen should be level with the line of sight or slightly lower** (to avoid looking up or down), and **the distance from the screen should be 50-70 centimeters**.

The chair should have adjustable height and lumbar support functions. **When sitting down, the buttocks should be completely attached to the chair surface, The keyboard and mouse are placed at the height when the elbows hang down naturally**, ensuring that the arms do not need to be overextended or bent.

In addition, green plants can be placed on the desktop, which can not only relieve visual fatigue, but also improve the comfort of the office environment, reducing the risk of physical injury from the hardware.



## Reject the Prolonged Sitting: Master the "20-8-2" Rule

To deal with the hazards of static sitting for a long time, the key lies in getting up and moving regularly and protecting eyes scientifically. **It is recommended to adopt the "20-8-2" rule for getting up: every 20 minutes of sitting, get up and move for 8 minutes , and at the same time do 2 minutes of neck, shoulder and waist stretching** to promote blood circulation and relieve muscle tension.

For eye protection, it is necessary to strictly **implement the "20-20-20" eye protection rule: every 20 minutes of using the electronic screen, take your eyes off the screen and look at the grass, green trees or other objects 20 feet (about 6 meters) away.** Stare intently and identify their outlines, so that the eyes are in a process of relax, which can play a role in adjusting sensitivity. Each session lasts 20 seconds, which effectively reduces the risk of eye fatigue and vision loss.

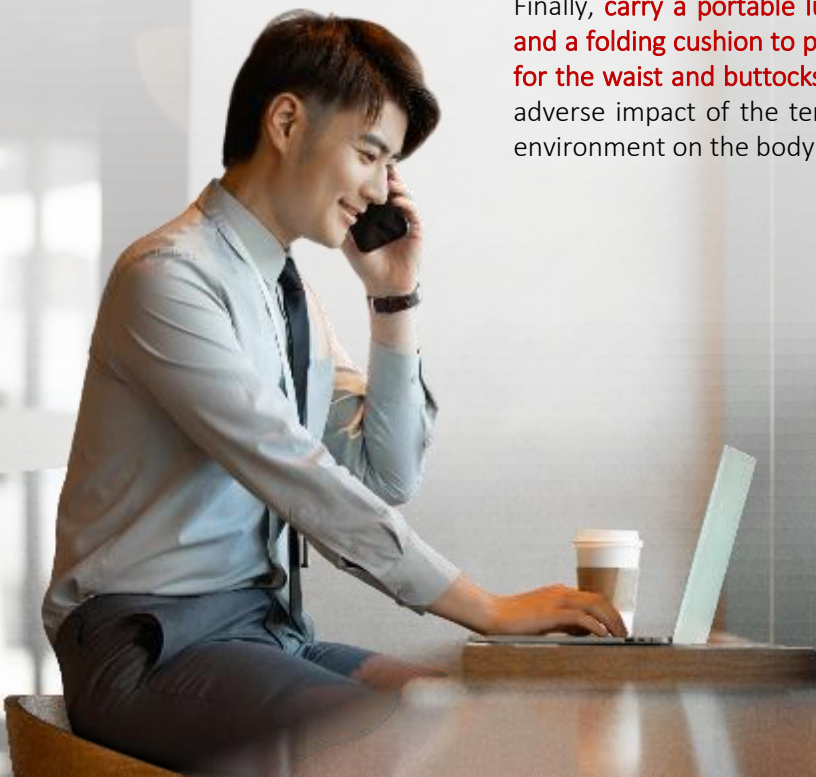
## Focus on Mobile Work: Build Healthy Habits Anytime, Anywhere

With the popularization of mobile office, when working in non-fixed scenarios such as coffee shops, waiting room and means of transportation etc., more attention should be paid to health protection

First of all, to solve the problem of lowering the head when using electronic devices, **you can use a mobile phone stand and a laptop riser to raise the screen to the level of your sight,** avoiding cervical strain caused by lowering your head for a long time.

Secondly, **use fragmented time to carry out "micro-exercises",** such as tiptoeing and leg stretching (to exercise lower limb muscles) while waiting, and shoulder backward extension and chest stretching (to improve the hunchback posture) while standing. Each session lasts 1-2 minutes, and it can relieve physical discomfort without additional space.

Finally, **carry a portable lumbar support and a folding cushion to provide support for the waist and buttocks,** reducing the adverse impact of the temporary office environment on the body.





### Cultivate a Work-Life Balance and Develop Healthy Habits

Maintaining the musculoskeletal health of the office cannot only rely on the adjustment of the office scenario, but also needs to establish a healthy balance between work and life.

It is necessary to set a clear work boundary, **avoid using electronic devices for a long time after work** and reduce the long time sitting, and **ensure 7-8 hours of sleep every night** (muscles can be fully repaired during sleep).

**Develop sports hobbies and relaxation habits**, such as doing yoga and Pilates 2-3 times a week (to enhance core muscles and flexibility, and improve posture), and doing 5 minutes of deep breathing or meditation before going to bed every day (to relieve work pressure and relax muscle tension).

Through the dual efforts of "Healthy Work and Balanced Life", we can change from "passively dealing with discomfort" to "actively protecting health" and comprehensively improve the physical state.



# Health Preservation at the Winter Solstice – Warming, Nourishing, and Strengthening the Kidneys to Safely Pass the Deep Winter

**The Winter Solstice is the perfect time for health preservation.**

The Winter Solstice on this December 21<sup>st</sup> is an important solar term in the 24 solar terms that combines both natural and humanistic significance. Traditional Chinese medicine theory emphasizes that the Winter Solstice is "the peak of Yin energy and the beginning of Yang energy", and **the core of health preservation lies in "warming and tonifying to strengthen the kidney"**—regulating physical functions to lay a foundation for health in the coming year.

At the same time, the low-temperature environment in winter makes cardiovascular diseases enter a high-incidence season. **Data shows that the incidence of myocardial infarction and cerebral infarction in winter in China is more than 30% higher than in other seasons, with people over 60 years old being the high-risk group.** With the development of the digital trend in chronic disease management, real-time monitoring of indicators such as blood pressure and blood glucose has become the norm. How to combine traditional health preservation concepts with modern health management has become the key to health protection for the elderly around the Winter Solstice.



## The three major health challenges in winter

After the Winter Solstice, the increased health risks for the elderly mainly stem from three factors.

The sudden drop in temperature stimulates **blood vessels to contract sharply, leading to greater fluctuations in blood pressure**. At the same time, **blood viscosity increases due to low temperatures**, slowing down blood flow and easily forming blood clots, which significantly increases the risk of myocardial infarction and cerebral infarction.

When some elderly people follow the tradition of "winter tonic", they **blindly consume high-oil and high-sugar supplements, which instead raises blood lipids and increases the metabolic burden on blood vessels**.

The cold winter weather significantly reduces the outdoor activities of the elderly. Decreased muscle activity slows down blood circulation, and some people reduce window ventilation due to fear of cold, leading to poor indoor air quality. This further increases the difficulty of chronic disease management, forming a chain reaction of **"low-temperature environment + bad living habits = increased health risks"**.

**Dietary Health — Follow the principle of "warming nourishment without excessive heat."**

**Winter Solstice dietary health preservation must focus on the core of "warming and tonifying without excessive heat"**—supplementing Yang energy while avoiding increasing the body's burden. Two classic therapeutic recipes are recommended:

**Angelica Ginger Lamb Soup:** Prepare 15g Angelica sinensis, 30g ginger, 500g lamb, simmered for 1.5 hours), which can warm Yang to dispel cold, nourish blood and strengthen the kidney, suitable for people who are afraid of cold.

**Wolfberry and Red Date Stewed Chicken Soup:** Prepare 20g wolfberry, 10 red dates, half a native chicken, simmered slowly for 2 hours), which can tonify Qi and blood, invigorate the spleen and calm the mind, balancing nutrition and gentle regulation. At the same time, attention should be paid to a balanced diet: matching seasonal vegetables such as spinach and radish, and coarse grains such as oats and corn to supplement dietary fiber and vitamins; strictly controlling the intake of spicy and greasy foods (such as chili, fried foods) and high-sugar pastries to avoid fluctuations in blood lipids and blood glucose, truly achieving "tonic without harming the body".





### Arrange daily routines wisely

Daily routine adjustment in winter is the key to preventing cardiovascular accidents, including:

**When getting up in the morning, follow the principle of "slowly getting up":** after waking up, lie in bed for 3 minutes first, then sit up slowly, and stand up after letting your feet hang by the bed for 1-2 minutes to avoid dizziness and falls caused by orthostatic hypotension.

**Use digital chronic disease management tools** (such as smart blood pressure monitors, blood glucose meters) to monitor indicators at fixed times every day (such as after getting up in the morning and before going to bed at night), record data changes, and facilitate doctors to adjust treatment plans.

**The indoor environment should maintain a suitable temperature (18-22°C)** to avoid excessive temperature differences stimulating blood vessels. At the same time, open windows for ventilation 2-3 times a day, 30 minutes each time, to improve indoor air quality and reduce the risk of respiratory infections.

**Before going to bed, soak your feet in warm water (about 40°C) for 15 minutes** to promote lower limb blood circulation and help improve sleep quality.

### Engage in scientific exercise and seek medical attention promptly

Winter exercise needs to balance keeping warm and moderation, avoiding strenuous exercise that increases the burden on the heart. **It is recommended to carry out outdoor activities during sunny and relatively warm periods** (such as 10 a.m. to 3 p.m.). **Low-intensity exercises such as walking** (30 minutes each time, at a pace that does not cause shortness of breath) **and practicing Tai Chi** (slow and gentle movements that can regulate breathing, Qi

In case of rain or snow, simple body stretches (such as raising hands to expand the chest, waist twisting) can be done indoors to maintain muscle vitality.

In terms of medical protection, **it is necessary to strictly follow the doctor's advice for regular re-examinations, and not stop taking drugs or adjust the dosage without permission** due to winter inconvenience.



# Screen time boundaries

In this digital age, our relationship with screens has become increasingly complex. Device-driven ways to learn, connect and relax seem positive and promising. Maybe we want to stay current with the news or keep up with friends. But it can often lead us down the digital rabbit hole as we tune in to what's served up next. How do we balance the benefits of screens without sacrificing our well-being? Let's take a closer look at the effects of excessive screen time and share some tips for setting healthy limits.



## Who's watching and why?

Studies on screen time use in Americans show that:

Kids spend 4-6 hours per day on screens

Teens clock up to 9 hours per day on screens outside of school or homework use

Adults spend an average of 11 hours a day interacting with media

It's easy to have a screen playing in the background while working, cooking or exercising. That makes it hard to count the actual hours that everyone's online. But one thing is clear: Too much screen time can undermine our well-being.

The reality is that it's almost impossible to avoid online communication and social media. Both offer ways to interact socially, grow relationships and express oneself. But tech companies often take advantage of these social norm pressures to capture our attention. This can heighten the fear of missing out (FOMO) to increase our screen time.

Tech companies also feed our scrolling or watching habits by designing content that's hard to resist. Negative content gets more clicks that also land eyeballs on ads.





### How does excessive screen time affect me?

Excessive screen time can create real-life problems that lower our well-being, such as:

- Trouble sleeping
- Lower school performance (in kids)
- Less physical activity
- Less-developed social skills
- Anxiousness and irritation when without screen time

As kids grow older, it only becomes harder to turn off the screens.

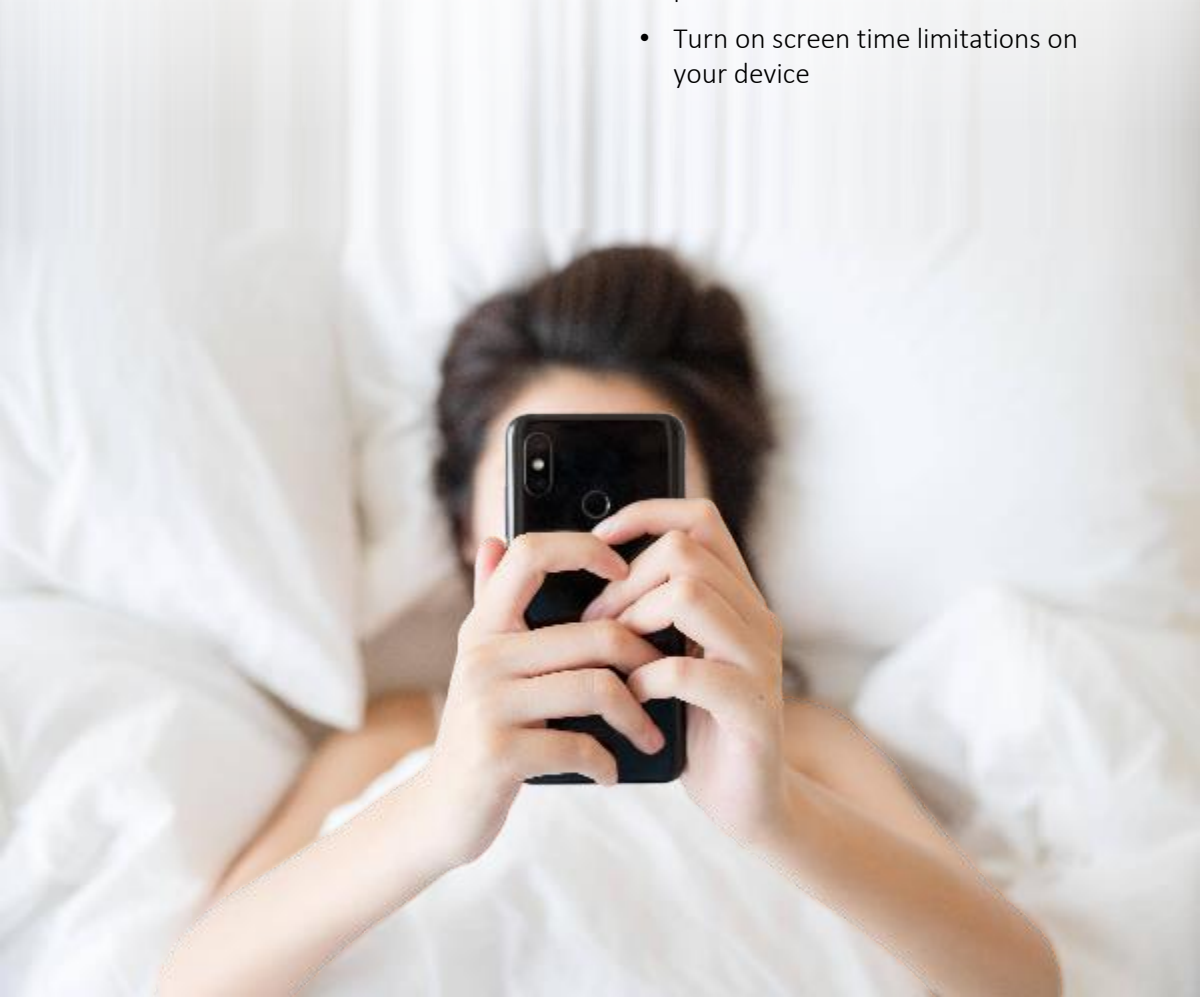
Heightened FOMO can feed an uncontrollable urge to use social media. The good news is that there are easy adjustments you can make to create healthy screen time boundaries. Here are some suggestions for setting up some guardrails tailored by age group:

### For everyone:

- Set a daily screen time limit
- Make bedrooms “screen-free” zones
- Limit screens one hour before bedtime
- Set up “screen-free days”
- Avoid using screen time as a reward or punishment

### Adults can also:

- Turn off news notifications
- Set a 15-minute limit on social media
- Turn off your Wi-Fi to reduce the temptation of being online and promote offline activities
- Turn on screen time limitations on your device



**What will you do with all that time back? You can encourage alternate activities that promote well-being, like:**

- Explore new hobbies, sign up for community classes or join a club
- Try active recreation like biking, walking or a fitness class
- Play a game or put a puzzle together, or pull ideas from an “activities jar” that the family can do
- Read good ol’ fashioned paper books, magazines and newspapers
- Do nothing! Let your mind wander and regroup

Remember that you can be a role model for healthy screen time habits. In front of your kids and friends, follow the rules you’ve set up. When you’re mindful of your screentime habits, you’re taking an important step to maintain balance. You can help ensure that technology enhances our lives without taking over our physical and mental well-being.



**YEAR-END ENERGY  
BOOST TIPS:  
START YOUR NEW  
YEAR WITH A  
HEAD START**





For every professional, the year-end period feels like a comprehensive test of physical stamina, mental strength, and willpower. Project wrap-ups, annual summaries, performance reviews, client renewals... It's as if we've been pushed into a silent marathon, with our energy and enthusiasm constantly draining away.

Prolonged high-pressure states not only trigger physical alarms like insomnia, headaches, and weakened immunity but also quietly lead to anxiety, emotional exhaustion, and scattered attention—this is what we often call **"Year-End Syndrome."**

From psychological and physiological perspectives, sustained stress causes excessive secretion of stress hormones like cortisol. In the short term, this might stimulate potential and help us meet deadlines. However, over the long term, it severely depletes our physical and mental resources, leaving us feeling "drained" at critical moments.

So, how can we effectively manage our energy at year-end to avoid an "energy crisis"? Today, using the classic **"Energy Pyramid" model**, we provide a systematic, practical, and timely set of recharging strategies to help you maintain your pace and finish the year-end "relay race" strong.



## The Energy Pyramid:

### A Framework for Empowerment

In their bestselling book *The Power of Full Engagement*, Jim Loehr and Tony Schwartz introduced the **"Energy Pyramid" model**.

They propose that energy management involves **four dimensions: physical, emotional, mental, and spiritual**. Each layer is an essential cornerstone for building a high-performance life.

**Physical: Determines how far you can go.** Physical energy is the foundation, encompassing health, endurance, strength, etc. Good physical condition is the prerequisite for handling high-intensity work; it determines whether we can stay efficient and focused during long hours.

**Emotional: Influences how fast you want to go.** Emotional energy is the source of motivation, involving emotional regulation, interpersonal relationships, a positive mindset, etc. Positive emotions ignite internal drive, boost work efficiency, help build harmonious relationships, and pave the way for career growth.

**Mental: Affects how steadily you run.** Mental energy determines efficiency, including focus, decision-making ability, creativity, etc. Clear thinking and effective decision-making are keys to workplace success, enabling us to swiftly navigate complex and changing environments, seize opportunities, and achieve goals.

**Spiritual: Supports you in finishing the race.** Spiritual energy is the pillar of perseverance, involving goal setting, self-discipline, resilience, etc. Firm willpower helps us overcome challenges, achieve long-term objectives, and maintain an indomitable spirit even in the face of difficulties and setbacks.





## **Year-End Recharge Tips**

### **Physical Level | Build a Reliable "Energy Bank"**

Your body is your greatest asset, especially during the energy-draining year-end.

#### **Integrate "Micro-Movements" into Your Routine**

No need for dedicated workout blocks. Stand up and stretch for 5 minutes between meetings, take a 15-minute brisk walk during lunch, or do three sets of squats or wall sits before leaving work. These "fragmented exercises" add up, maintaining muscle activity and blood circulation.

#### **Prioritize Sleep & Establish a "Power-Down Ritual"**

Aim to sleep before midnight. Set your phone to "Do Not Disturb" one hour before bed. Replace scrolling through short videos with reading, a warm bath, or a 10-minute meditation. Quality sleep significantly enhances next-day thinking speed and work efficiency.

#### **Prepare a "Hunger-Busting Health Kit"**

Keep snacks like nuts, yogurt, whole-wheat bread, or bananas at your desk. Avoid reaching for high-sugar, high-fat takeout when hungry from overtime—these cause energy crashes later.

#### **Stay Hydrated, Reduce Reliance on Coffee**

Keep a 1000ml water bottle on your desk and set hourly reminders to drink. Limit coffee to no more than 2 cups a day, preferably before 3 PM to avoid affecting sleep quality.



## **Emotional Level | Guard Your "Emotional Stabilizer"**

Emotional energy determines our "willingness to engage," and year-end pressure often breeds irritability and negativity.

### **Record One "Small Joy" Daily**

Whether it's a colleague treating you to bubble tea or catching a beautiful sunset after work on time, jot down these tiny pleasures. This builds your "positive emotional reserve" to buffer stress when needed.

### **Find a "Vent Buddy" & Cultivate an "Energizing Circle"**

Form an "emotional support duo" with a trusted colleague for appropriate venting. Consciously connect with positive, energetic friends and distance yourself from persistently negative environments.

### **Practice 3-Minute Mindful Breathing**

When feeling anxious or overwhelmed, close your eyes and focus solely on your breath for 3 minutes: inhale for 4 seconds, hold for 2, exhale for 6. This is a quick "soft reset" to bring attention back to the present.

### **Schedule One Anticipated Activity Weekly**

Plan something to look forward to, like a weekend movie, dinner with friends, or a park walk. Creating "something to anticipate" effectively counterbalances work repetition and pressure, providing emotional fuel.





### **Mental Level | Maintain a Clear "Thinking Capacity"**

Mental energy determines whether we "work smart." With numerous tasks and information overload at year-end, keeping a clear head is crucial.

#### **Use the "Pomodoro Technique" for Year-End Reports**

Set 25-minute focused writing sessions followed by 5-minute breaks. After 4 Pomodoros, take a 15-20 minute break. Breaking large tasks into small units reduces startup resistance and prevents procrastination.

#### **Identify "The One Most Important Thing" Each Day**

Spend 10 minutes each morning determining the single critical task you must complete that day and tackle it first. Staying focused on priorities is fundamental for maintaining efficiency.

#### **Organize Your Digital Desktop & To-Do List**

Spend 30 minutes cleaning up computer files, sorting emails, and streamlining your to-do list. An orderly external environment fosters mental clarity and a sense of control.

#### **Practice "Brain-Switching Breaks"**

After 2 hours of continuous work, deliberately do something completely different: listen to a song, watch a light educational video, or organize your bookshelf. Letting different brain regions take turns is key to sustained high performance.

## **Spiritual Level | Strengthen Your Inner "Anchor"**

Spiritual energy relates to a sense of meaning and direction. It helps us stay focused and committed even when fatigued.

### **Set a "Tangible" Year-End Goal**

For example, "Complete all report drafts by the 25th" or "Successfully secure the final payment for Project X." The more specific the goal, the easier it is to execute and gain positive feedback upon completion.

### **Establish a "Reward-on-Completion" System**

After finishing a challenging task, reward yourself promptly—with a favorite drink, an episode of a show, or simply ten minutes of zoning out. Create a positive "effort-reward" cycle.

### **Review Your "Accomplishments List"**

Don't just focus on pending tasks. Seriously list the projects you've completed, skills you've learned, and challenges you've overcome this year. This builds crucial psychological resources.

### **Repeat a Self-Affirmation Daily Before Starting Work**

For example, "I am capable of handling today's challenges" or "I can maintain my pace and make steady progress." This isn't just fluff; it's positive psychological anchoring, shaping an internal script for handling pressure.

The year-end is a "major test" for professionals and also an opportunity for self-growth. By referencing the "Energy Pyramid" model, we can systematically enhance our energy management and face each year-end challenge in optimal form.

Remember, energy management is a marathon, requiring consistent practice and adjustment. May you not only run fast in this year-end sprint but also run steadily and go far. Let's embrace a vibrant and accomplished year-end together through scientific energy management strategies!







GCL Customer Service Hotline: 400 888 7555