8 work resolutions you'll want to keep in 2019

The beginning of a new year is always a time for reflection, and many of us like to set personal resolutions such as to exercise more, eat healthier and travel. But what about work resolutions? Given that so much of our lives is spent at work, it makes sense to make this time count.

Writing down your goals helps you to build healthy habits, as you're able to refer back to them. And if you set specific, realistic resolutions you're more likely to be able to tick them off throughout the year!

To help you set yourself up for success, we've compiled 8 work resolutions you'll want to keep in 2019:

1. **Set career goals.** Whether it's a promotion, a new job or a move into a new industry, it's important to know exactly what you want. Don't spend the year sitting in a job you don't enjoy – life is short! And there are plenty of options for changing your circumstances if you're feeling unfulfilled. The first step is to think about what you want and to write it down.

2. **Plan your holidays.** Just as important as setting actionable work goals is having planned holidays and time off. We all know the importance of a healthy work-life balance, and what better motivation is there than a sunny holiday or time with loved ones? The days of letting your leave pile up in order to appear hard-working are over. It's all about working smarter, and that means taking regular breaks to recharge.

3. **Leave your desk for lunch every day.** Breaks aren't just for big holidays, they're for every day. And there's a reason they're provided by law – regular time away from your desk is crucial for your mental and physical health. So, get out of your chair or workspace every hour, and take your lunch outside whenever you can.

4. **Reduce your overtime.** If possible, try and stick to a maximum of 38 hours' work per week. Working overtime all the time can lead to health issues and feeling estranged from family and friends. You'll also probably find yourself with less time to take care of yourself if you're working non-stop. Everyone needs "me time", so make sure you get yours.

5. **Track your achievements throughout the year.** Sometimes you can achieve great things but become too busy to celebrate them, or you celebrate them in the moment then quickly forget about them as responsibilities pile up. That's why it's important to take a moment to not only celebrate, but keep track of your achievements throughout the year. Adding them to your resume and SEEK Profile as you attain them will help you feel positive about yourself and your work, and it also helps when it comes time for

performance reviews, or if you find yourself in the market for a new job.

6. **Keep learning new things.** Even if it's just one thing, adding a new item to your skill-set boosts your confidence and your value in the marketplace. So, make an effort to keep up to date on the latest software in your industry, attend talks at your local library, or sign up for a class in something you've always wanted to learn – it could be sign language, coding or knitting, as long as you're learning, you're growing. Classes can also be great opportunities for networking and expanding your social circle!

7. **Volunteer your time or skills.** Taking time regularly out of your schedule to help others can be extremely rewarding, reminding you to be thankful for what you have and making the world a more compassionate place. It can be something as simple as serving food at a shelter, or utilising a specific skill you have, like helping a charity with their fundraising efforts. Many workplaces also offer paid time off each year for volunteering, so ask your HR department.

8. **Do that one thing you've been putting off.** Is there something you've been wanting to do, but haven't got around to doing, perhaps because of a lack of time, resources or confidence? Perhaps you'd love to lead a workshop, get a mentor (or a mentee!), or even start your own business? Well, there's no time like the present! There's nothing like setting yourself a challenge and achieving it, so make 2019 the year you rise to the occasion.

Have fun ticking off these work resolutions throughout the year and make sure to celebrate your achievements. After all, you've earned it!