



Another casualty of work

Help! This job is killing me!

Hang in there—we've got the stress-relieving ideas that will get you out the door by five o'clock (or, OK, six).

YES, WE'RE A NATION OF CRACK-BERRYING multitaskers, but guess what: "Distractions like e-mail make us less productive, so we work longer," says Joanne Gordon, author of *Career Bliss*. Here's how to work *smarter*, so you get ahead *and* get home for *Grey's Anatomy*:

Plan your day. Divvy it into time slots you can realistically stick to, says Christine Elliot, author of *The Overwork Trap: How We Get Caught and How We Escape*. Example: "9 A.M. to 10 A.M., finish memo." Prioritize what your boss thinks is urgent and what's time-sensitive.

Focus. So you can simultaneously type, talk and down a panini? Amazing, but when you

frantically juggle several tasks at once, it's hard to finish any of them, let alone do good work. When you're trying to complete an important project, create a distraction-free zone: Block out an hour or more when you don't check your e-mail, and just let your phone roll over to voice mail.

Do less personal stuff at work. "IM-ing friends or e-planning vacations during working hours eats into your productive time," says marketing consultant Mary Lou Quinlan. "Use your lunchtime for any personal must-dos," she advises, "and, generally, focus on work when you're at work." A miracle—you'll actually leave by happy hour. —CATHY VALENTI KAUDER



Hey, how was your day?

BECKY QUICK, 35, COANCHOR OF CNBC'S MORNING FINANCIAL NEWS SHOW SQUAWK BOX

How did your day begin? Early! *Squawk* starts at 6 A.M., so I'm up at 3:30. I rely on two alarms to get me out of bed. **Was work high-pressure?** Yeah, actually. Major companies reported their earnings, and I had to get that news out to investors fast. Billions of dollars are traded based on this information, so I couldn't afford to mess it up. **What would you do over?** Probably drink one fewer cup of coffee—I had four this morning and wound up with the shakes!

—GREGG GREENBERG

Give an Oscar-worthy speech anywhere

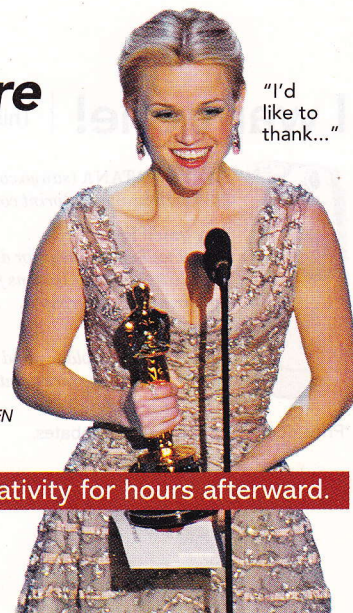
Hollywood publicist Howard Bragman, who's penned speeches for Academy Award winners, gives you tips for presentations, toasts, anything.

■ **Never cover too much.** "Keep it to just three to five main points," says Bragman. Write down your topics on note cards to keep you on track.

■ **Practice!** Deliver your talk several times in front of a mirror until you're comfortable. Another strategy: Tape yourself and watch it with an honest friend.

■ **Get a grip on your nerves.** Calm yourself down by taking slow, deep breaths. "Control your breath and you'll control your mood," Bragman says.

■ **Be confident.** "Remember, you're the expert here," says Bragman. And always make eye contact; it'll show you're in command. —TRAM KIM NGUYEN



"I'd like to thank..."