

SMART instantly feel more accomplished-and less stressed. WAYS TO TAKE BACK YOUR DAY

Make the most out of every minute so you can embrace the carpe diem spirit. These tips will help you better multitask, save time, and appreciate what really matters.



TACKLE THE HARD STUFF FIRST

Aim to cross the most pressing and challenging to-do's off your list first. You'll



UNPLUG TO REALLY CONNECT

Are you listening for pings when you should be sharing a moment? Leave devices in another room during family time so everyone gets the undivided attention they deserve.

GIVE YOURSELF A HARD STOP

Make it easier to snap out of office mode by scheduling a fun after-work activity (like a movie or manicure) that has a definite start time. This will also motivate you to stay on-task so you can get out the door!



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