



How cognitive hygiene influences our career

Daily tips for cognitive hygiene in the home office

- ✓ **Set goals**
Knowing your goals is important to motivate yourself. Team leaders or supervisors can help if you are unclear.
- ✓ **Define processes**
Once the goal is clear, the roadmap to it is the means to be designed. Processes provide the guideline for acting safely and quickly. In case of ambiguity, team leaders or superiors, but also colleagues on the same hierarchical level, can always help, as they often know the most effective way to achieve the goal through their professional experience.
- ✓ **Ask for help or support**
Goals and processes can seem "overwhelming" or "too big" to define at first. It is worth investing time and "rolling them up". There are often many small steps (in the process description) that create security and make the "big picture" more realistic. Reflection on one's own strengths and weaknesses is also important for this.
- ✓ **Schedule your days**
Fixed appointments that are blocked off and adhered to help establish a structure. In addition, breaks are donated time that can be used for mental hygiene.
- ✓ **Activate networking**
To keep in touch with colleagues and their current projects, online meeting rooms for lunch or a coffee break out room help.
- ✓ **Reflection**
Repeatedly reflect on the tips mentioned and how they make you feel.



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Systemic organisation coach



Organisational Culture Consultant

- Diploma in Business Administration
- HR Business Partner
- Trainer according to AEVO

CONSULTING PORTFOLIO



Communication & Cultural Consultant

- ✓ Establishment of a value-based corporate culture
- ✓ Analysis of strengths and opportunities for vision work
- ✓ Implementation of impulses and ideas from employees to install sustainability in cooperation
- ✓ Conducting seminars, workshops and trainings



Career coaching

- ✓ Job counselling after individual environment & strengths and weaknesses analysis
- ✓ Coaching to strengthen the personality
- ✓ Resilience and mindfulness trainings
- ✓ Individual training on time management, self-organisation and self-management
- ✓ Project planning for job change
- ✓ Communication training
- ✓ Support after starting a new job



Human resources processes

- ✓ Communication training and mediation for comprehensive support and guidance of the team
- ✓ Professional support in setting up HR processes
- ✓ Implementation of innovative projects to reduce running costs
- ✓ Optimisation of existing processes to increase performance
- ✓ Communication training and mediation for comprehensive support and guidance of the team