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## How to survive the post-holiday slump

Are you dreading your return to work after a week or two away? It's not unusual to feel fatigued or experience brain fog as you readjust to your nine-to-five. Here are some tips to help you ease back into your routine.

### TAKE CARE OF YOUR BODY

After partaking in holiday indulgences, your body will likely benefit from a return to healthy habits. Before returning to the office, stock up on foods that pack a high nutritional punch and boost your mood. Oats, bananas, lentils, spinach, oily fish and dark chocolate make great choices.

### ORGANIZE YOUR WORKSPACE

Clear dead weight from your inbox and desk. Flag high-priority messages and res-

pond immediately to easily managed ones. Take breaks from your screen to organize your physical workspace. Remove any lingering traces of the holiday season, like cards and decorations.

### GO EASY ON YOURSELF

Don't expect to be at full speed on day one. Take a moment during the day to step outdoors for fresh air. Better yet, reboot your bond with colleagues by making a coffee run for the whole team.

Finally, plan for the weekend, so you have something to look forward to. It doesn't need be extravagant. A meal delivered to your home or a day at the spa are good options. Plus, many local businesses offer post-holiday promotions.

## 4 tech jobs you may not know exist

Though you may think you have no skills to offer the technology sector, this industry provides opportunities for people of diverse interests and talents. Take a look at these surprising jobs in tech.

### 1. CHIEF LISTENING OFFICER

Social media posts are a critical marketing tool for most businesses. But equally important is to have someone pay attention to what others are posting about your business. The chief listening officer monitors this online engagement and shares the information with the relevant individuals within the organization. This way the company can respond and take the appropriate action to protect their brand image.

### 2. DRONE FLYER

Take to the skies with a drone while keeping your feet firmly planted on the ground. The marketing and film industries both need a variety of drone shots.

Agriculture is another area where drone footage can be a valuable resource.

### 3. VIDEO GAME TESTER

Video game makers need to be sure their investment will be a hit with consumers. If you're searching for this job in employment listings, try the more professional title, "software quality assurance engineer."

### 4. WHITE HAT HACKER

Crucial players in the field of cyber security, white hat hackers are hired to play the bad guy. Sometimes called ethical hackers, these professionals hack into secure systems so vulnerabilities can be eliminated before criminals can find them.

To find out more about technology jobs and fill in any gaps in your skillset, visit a college in your area.



## What you should know about being a virtual assistant

Virtual assistants support their clients remotely. Since they work independently, many of these professionals have more say in where and when they work. This enables them to travel or remain close to home, depending on their priorities. If you have domestic responsibilities or want to see more of the world, this career might be right for you.

### YOU CAN OFFER A VARIETY OF SERVICES

The range of work provided by virtual assistants is continuously growing. Here are just some of the services you can offer remotely:

- Accounting and bookkeeping
- Administrative tasks like data entry, transcription and scheduling
- Website design and development
- Blogging, newsletter writing and social media management
- Customer service

- Client outreach and lead generation

### YOU CAN WORK FOR YOURSELF OR AN AGENCY

Many virtual assistants start out by finding work from within their circle of contacts and building a reputation over time. If you take this approach, you'll need to manage your own invoicing, payment collection and taxes. A virtual assistant agency can take some of these tasks off your hands and help you find work. This will free you up to focus on what you do best.

### YOU CAN GET TRAINING ONLINE OR AT A COLLEGE

You can take an online course to learn the ins and outs of being a virtual assistant. But first, make sure your skills are honed for whatever services you want to provide. Your local college can help you prepare for the career you want.

