Today is... Fun D.O.S.E. Friday!

On behalf of INC.com, here are some ways that you can manage your own emotions and the emotions of those around you in the workplace.

Be happier at work by...

Being both proud and humble
Realistically appreciate your strengths while accepting your inevitable limitations

Being growth-minded
Follow pursuits that lead to the development of your abilities and talents.

Click here to read the other 13 ways to be happier at work!

Don’t waste time multitasking. Single-task as much as you can.

Your brain can only do one conscious thing at a time, and switching between tasks not only wastes energy, but can lead to decreased performance and more mistakes. Multitasking between two or more activities takes the same amount of time it does to do them one at a time.

Avoid using store-bought cleaners and use a simple solution of warm water, lemon juice and vinegar to clean almost any and every surface in your home and workplace! Not only are you avoiding bringing dangerous chemicals into your spaces, but you are also decreasing greenhouse gas emissions with the dangerous fumes! Remember to Be Spartan Green!