



Take Regular Breaks



Do you work through your scheduled breaks?

If so stop and re-think, you are affecting the rest of your life

**“There is virtue in work and there is virtue in rest. Use both and overlook neither.”
– Alan Cohen**

Regular breaks from work increases:

- ❖ Productivity
- ❖ Good decision making
- ❖ Concentration
- ❖ Energy levels

Regular breaks from work reduces:

- ❖ Fatigue
- ❖ Stress
- ❖ Risk of injury
- ❖ Boredom



Things to do on a break:

- ❖ Go for a walk/run
- ❖ Exercise
- ❖ Listen to music
- ❖ Meditate
- ❖ Power nap
- ❖ Read a book
- ❖ Look at baby animal photos



- ❖ Phone a friend
- ❖ Catch up with a friend
- ❖ Release your inner artist
- ❖ Learn to juggle

Take Regular Breaks – Q & A

Why Take a break?

- ❖ **Recharge your batteries.** *Tasks that require a high level of mental concentration can lead to fatigue and exhaustion similar to physical labour. Getting up from your desk and taking a break from what you were doing helps you feel refreshed and re-energised, and makes it easier for you to focus.*
- ❖ **Reduce work-related stress.** *Taking breaks, even if it's just for 15 to 20 minutes, is a good measure to combat work-related stress, which can have a significant impact not only on your productivity, but also on your health and overall well-being.*

Why embrace the great outdoors during a break?

Sun rays stimulate the body to produce Vitamin D and encourage the production of serotonin (a hormone that plays an important part in the regulation of mood). Getting out into the fresh air also helps prevent the onset of type 2 diabetes, heart disease, obesity, musculoskeletal disorders (from prolonged poor posture) and potentially deep vein thrombosis (DVT), which can be caused by long periods of sitting.

Do you eat at your desk?

- ❖ *Eating whilst continuing to check emails, etc. can lead to 'mindless eating', which can cause people to overeat and/or eat the wrong foods and therefore gain weight.*
- ❖ *Desks and keyboards often harbour high levels of bacteria (sometimes even more than toilet seats) and any food dropped onto computer keyboards can actually feed these bacteria.*

Whaaaat? Look at baby animal photos?

You're probably like, "Whaaaaat? That's silly!" — and you're right, it is. But wouldn't you know, looking at photos of baby animals is a scientifically proven method of helping you relax during lunch so you can be more productive later in the day. It also can increase fine motor coordination and attention to detail.

Plan your day.

Take your breaks purposefully. Find ways to streamline your day and ultimately reduce your chances of burnout. Remember that it's impossible to get everything done. And that odds are good that 20 percent of your thoughts, conversations and activities produce 80 percent of your results.

Feeling pressured to work through your breaks?

If you feel pressured to work through your scheduled breaks speak with your supervisor. You and your Supervisor can look at suitable time management strategies.