

How to Take a Break When There's Always More to Do

..... Ordinary & Happy

M I C R O - B R E A K I D E A S

- Rest your eyes for a few minutes.
- Take a 1 to 5-minute meditation break.
- Go for a 5-minute walk.
- Don't look at your screens for 5 minutes.
- Take stretch breaks in between tasks.

M O R E M I C R O - B R E A K I D E A S

- Create a space at home just for you to take a break in.
- Use noise-canceling headphones for a few minutes.
- Step outside and get a few minutes of fresh air.
- Breathe deeply for a few breaths in a quiet space.
- If you've been sitting for a while, stand up and move for a few mins.

P U T T I N G B R E A K S I N T O Y O U R S C H E D U L E

- Create simple daily routines, like making tea.
- Block in breaks from communication to get other things done.
- Block breaks on your calendar.
- Use a timer app for breaks.
- Use reminders for quick 5-minute breaks.

C H A N G I N G Y O U R O U T L O O K

- Acknowledge the positives of taking a short break.
- In the evening, write down how you felt after taking a short break.
- Reframe a 'break' as a 'recharge',
- Visualize a better-rested version of yourself.
- Leave sweet 'take a break' reminders to yourself around the house.

C O M M U N I C A T I O N I D E A S

- Tell people you need a quick break.
- Take breaks with other people so you do it together.
- Try to delegate even one simple task if possible.
- Use language like 'I'm taking a break' and 'I'll do this after my break'.
- Remind yourself you're not supposed to do it all.