

Guide: How to Take a Break

Plan for rest and breaks:

Schedule spontaneity

- Start now!
 - Identify things you enjoy doing or want to do!
 - Make a list of activities to choose from when you have a break.
 - Include things you can do on your own, with a friend, and/or with a small group (2-4 others). Masked and distanced of course!
 - Schedule it!
 - Keep your list accessible for break times so you can quickly find something to do.
 - Think and talk about the benefits of resting and taking a break.

Technology Breaks

- Don't send emails after a certain time of day (e.g., after 5pm)
- Read a book before bed instead of watching Netflix or checking out social media

Take the time to care for yourself!

30 Seconds

- 4 deep slow breaths
- 1 good stretch
- Close your eyes and clear your mind

1 Minute

- Relocate where you are working
- Refill your water bottle and drink some
- List 3 things you are grateful for

5 Minutes

- Send a quick text to someone without having a long conversation (i.e., thinking of you!)
- Move your body further than expected
- Listen to your favorite song
- Grab a healthy snack
- Get up and jump around or run up and down some stairs. Get your heart rate up for a few minutes!

15 Minutes

- Close out the project you are working on (including browsing tabs, open books, etc.) and set yourself up to start something new.
- Make a quick meal.
- Write a journal entry.
- Do a short reflection, meditation, or prayer (provide links to some possible reflections/meditations?).
- Go sit outside in the sun/fresh air.
- Take a walk around the block.
- Do a quick core/abdominal workout.
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30 - 45 minutes

- Run a quick errand.
- Call someone to chat.
- Listen to your favorite album 1 time through.
- Get in a Wellness Coaching Session.
- Participate in moderate to high intensity physical activity (walk/jog/run, HIIT workout).
- Do your favorite online workout (YouTube, etc.).

1 Hour

- Read a physical book for fun.
- Do your favorite type of exercise.
- Take a nap or a shower.
- Eat real food: something filling and nutrient dense if possible.

Several hours

- Go out of your normal surroundings (try finding something new to do).
- Meet up with friends and don't talk about what's on your to-do list.
- Cook a meal from scratch and do your dishes (to feel accomplished!).
- Get in some gardening inside or outside your home!

1 Day

- Avoid spending a day off thinking about how much you must do when you return to work. It'll spoil the day and make if feel less restful.
- Break the day into segments – even if you “waste” some time the whole day isn't lost.
- It's okay to be lazy sometimes. It's good to rest. Rest can be an act of resistance.
- Take a break from technology for a whole day 😊!

Benefits to taking a break (backed by research/science):

Breaks enhance learning and memory:

<https://www.worldhealth.net/news/breaks-work-or-school-enhance-learning-and-memory/>

Decision fatigue/memory:

<https://www.psychologytoday.com/us/blog/changepower/201704/how-do-work-breaks-help-your-brain-5-surprising-answers>

Exercise to relax:

<https://www.health.harvard.edu/staying-healthy/exercising-to-relax>