

Time management is an important part of our work lives.  
But taking a break is also part of time management.

Taking breaks throughout the workday has benefits for both the employee and the organization, but many employees often neglect to take them. *Working through your break isn't "noble" and isn't good for you.* Skipping breaks can lead to faster burnout and higher stress levels. Employees stepping away from work for a few minutes increases their productivity, job satisfaction, mental health and well-being, and are overall more engaged in their work

Breaks can prevent decision fatigue. Taking a break from making decisions within work allows employees to refuel to make better decisions than they would without a break. Taking breaks can also increase creativity, promote healthy habits, and make employees feel more valued by their organization and supervisor. Movement breaks are also beneficial for emotional and physical health.

### **Benefits of breaks:**

- Increases productivity
- Improves mental health and well-being
- Employees feel more valued by their organization if they promote taking breaks
- Increases job satisfaction
- Restores focus and attention, especially for long term goals
- Can prevent decision fatigue
- Increases creativity
- Promotes healthy habits
- Movement breaks are helpful for emotional and physical health
- "Rest" helps consolidate memories and improves learning

Here is the *number one tip* on how to take a break and get the most out of the time away from work:

**Do an activity that uses a *different* part of the brain than was being used for work.** This allows the part of the brain that was being used to rest. Deactivating then reactivating the part of the brain that was being used resets the brain's ability to focus and pay attention, resulting in improved mental focus when employees return from their breaks. Walking, exercising, connecting with nature or going outside, having lunch or a snack, drinking a beverage, taking a few deep breaths, meditating, or getting creative are all ways to deactivate and reactivate one's attention.

### **How to take a break:**

- \*Do an activity that uses a different part of the brain than was being used for work, which allows the part of the brain being used for work to rest
  - \*Be fully detached from work during the break
  - \*Try to be active during the break
- \*When feeling too busy to take a break, switch to a different task