# Planning Workday Breaks

This playbook outlines the steps necessary to effectively plan for regular, meaningful breaks during the workday to maintain high levels of productivity and well-being.

### Step 1: Understand Importance

Acknowledge the significance of taking breaks to prevent burnout, maintain productivity, and improve mental health. Recognize that breaks are a crucial component of a sustainable work routine.

### Step 2: Schedule Breaks

Pre-plan your breaks throughout the day. Use a digital calendar or planner to block out time for short breaks every 90-120 minutes to align with natural concentration cycles.

### Step 3: Break Activities

Decide on various activities that can be performed during breaks. Options may include:   
- Physical movement, such as stretching or a quick walk  
- Mindfulness practices, like meditation or deep breathing exercises  
- Engaging in a hobby or reading  
- Socializing with colleagues  
Choose activities that are refreshing and distinct from work tasks.

### Step 4: Create Environment

Prepare a conducive environment for breaks. This may involve setting up a comfortable space away from your workstation or ensuring you have quick access to a peaceful area.

### Step 5: Set Reminders

Use tools like smartphone alarms, desktop notification apps, or even a traditional timer to remind you to take breaks at the scheduled times.

### Step 6: Monitor & Adjust

Keep track of how the break schedule affects your workday over time. Adjust the frequency, timing, and activities of breaks as needed to maximise their restorative effects.

## General Notes

### Flexibility

Be flexible with the scheduling of breaks when needed, such as during unusually busy periods, but try to avoid skipping breaks entirely.

### Avoid Work Discussions

During breaks, intentionally avoid discussing work-related matters to give your mind a complete rest from professional topics.