

MID-DAY BRAIN BREAKS

Taking breaks during the day can help boost productivity, enhance blood and oxygen flow to our brains and help us have a fresh look at complex problems. There's just one problem: we forget to take them.

Making a pot of coffee and scrolling through social media does not count. We're talking about setting intentional time to energize and restore the ability to focus, concentrate and be productive. Before you reach burnout, schedule some of these mini-breaks into your calendar and make time for your most important asset—you!



Find a partner.

It can be hard to pull yourself away from your desk, yet it can be that much easier when you have a coworker you like spending time with. Create a break routine with them: go for a brisk walk, run out for a quick coffee-to-go or find a quiet place to have a nice chat. It's a great way to get to know colleagues and connect with those around you while allowing your thoughts to refocus.



Take a "no tech" walk.

Leave your cellphone in your office and head outdoors. Let your mind wander and recharge while getting in a bit of movement.



Delete your to-do list.

Okay, maybe not the entire list, but consider crossing out the items that won't make or break your day or deadlines. Give yourself some grace and permission to let go of unimportant tasks or move them to tomorrow.

Compile a playlist.

The quickest way to change your mood is with music. From your favorite movie soundtracks to the tunes you can't help but sing along to, pop in your earbuds and take a few moments to escape into your favorite songs.

Stretch it out.

If you feel tension in your head, neck or shoulders, give this a try: slowly roll your head toward your right shoulder. Hold for 1 to 2 minutes, then slowly raise your head and repeat on the opposite side. Finish by dropping your chin to your chest and holding for just a few more minutes.