How to Take Effective Breaks at Work

The Science says taking timely breaks isn't a waste of time but a necessity for your productivity and well-being. Learn to take **EFFECTIVE** breaks when **WFH** by following the following steps.

#1 PLANING

When planning your day, make sure you set specific time aside for breaks. Studies show that shorter, more frequent breaks are more effective in the long run.



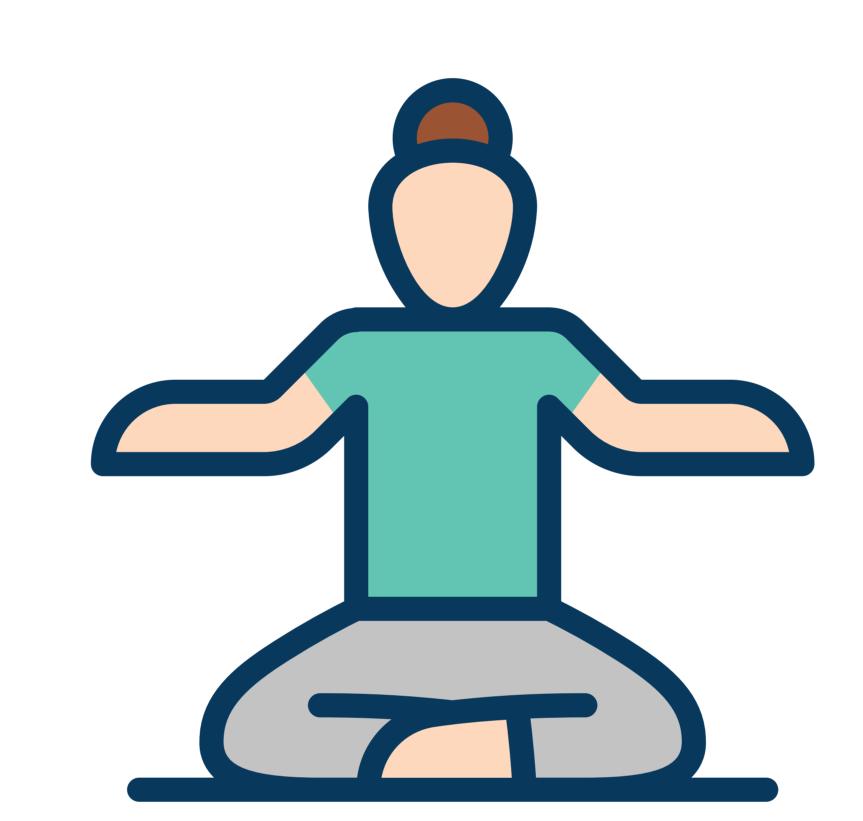
#2 KNOWING WHAT TO DO DURING BREAKS

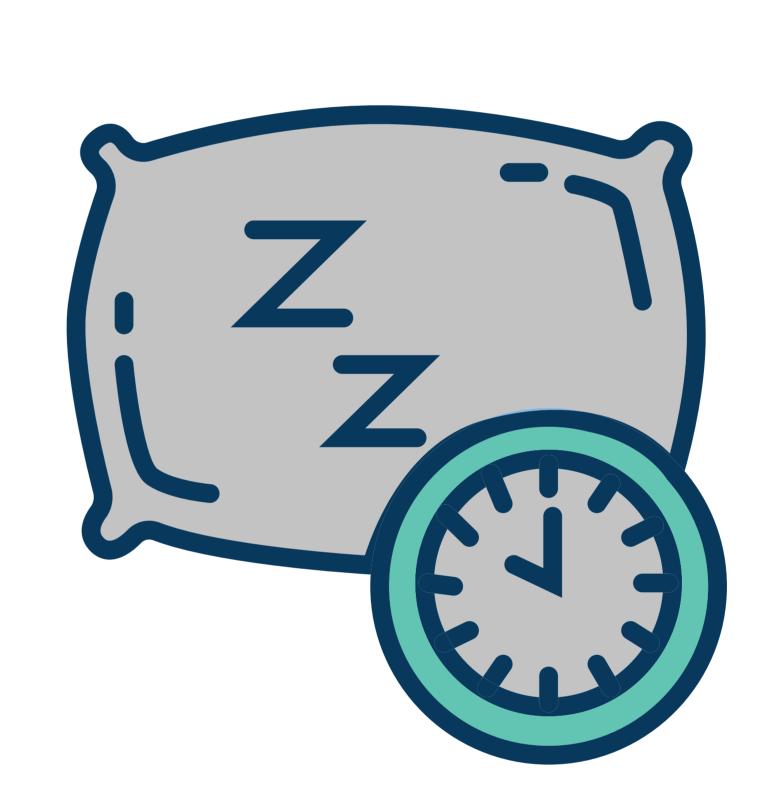
Follow these two guiding principles to create the perfect, productive break:

- 1. Do something completely different from your work.
- 2. Do something you actually enjoy.







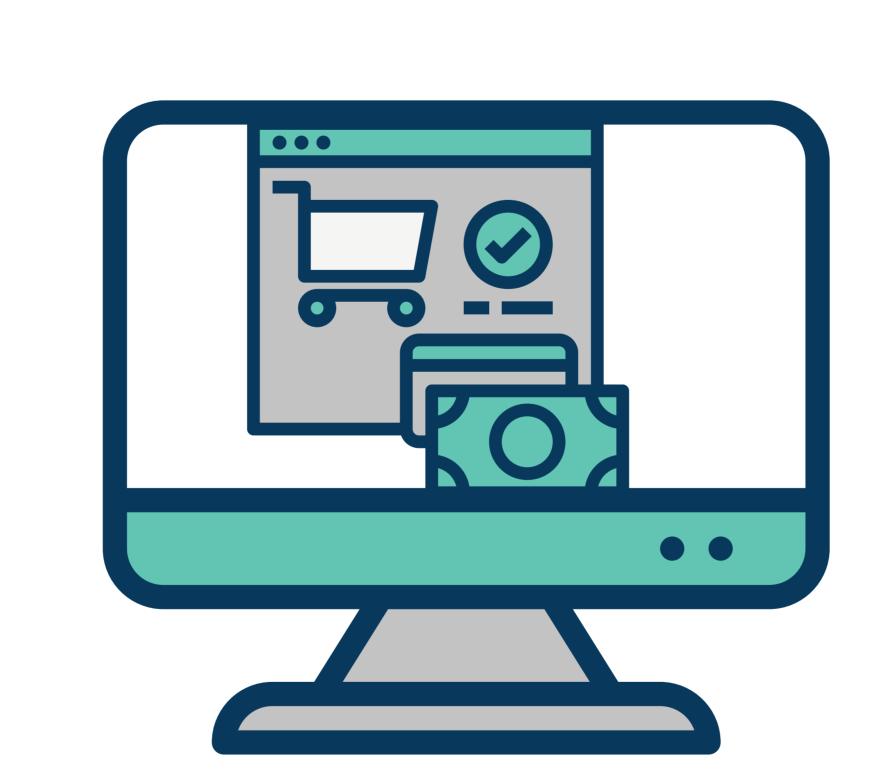


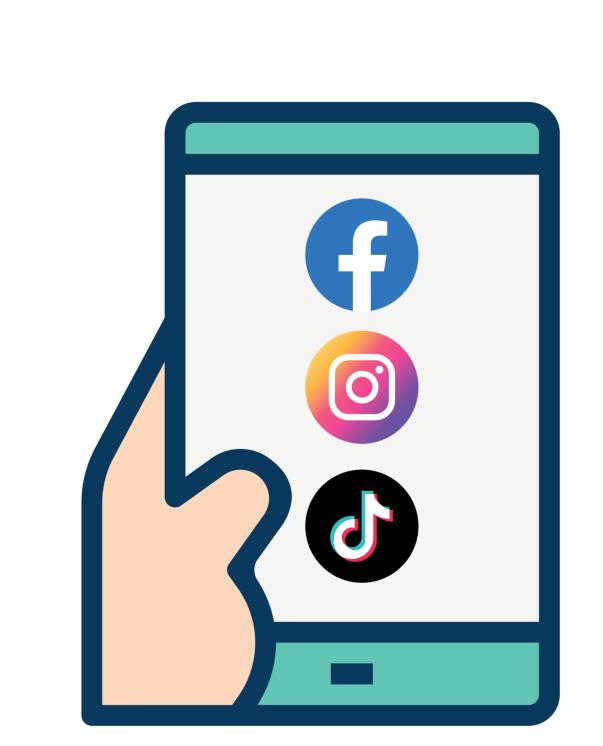
#3 KNOWING WHAT NOT TO DO

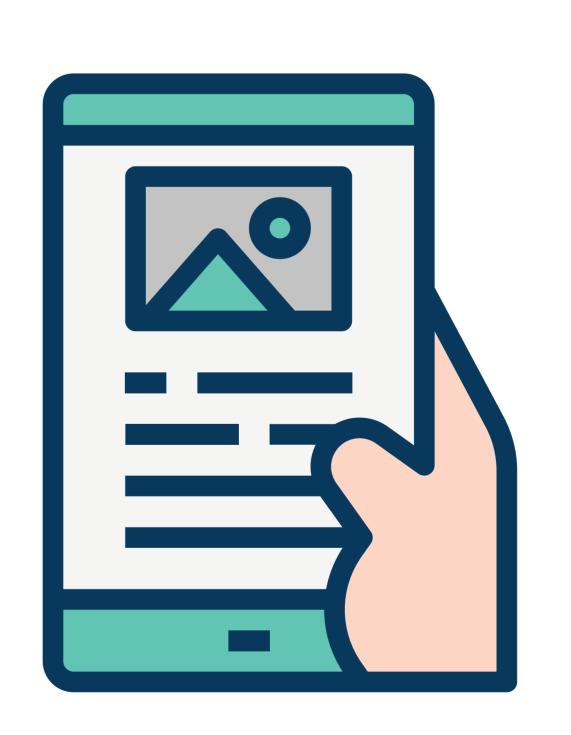
A few common unproductive breaks you should avoid:

- Watching YouTube & Netflix
- Random browsing of shopping sites
- Social media use (without effective boundaries). Reading news articles.









Effective Breaks = Better
Productivity & Better Wellbeing

