

Taking a Real Break

Look at what your breaks actually look like, and plan one that counts.

WHEN TO USE THIS

Use this at the end of a day you worked straight through.

Think back over the last three days. What did your midday break look like?

WHAT I DID

HOW LONG

What gets in the way of stopping?

- ☐ No one else stops
- ☐ Too much left to finish
- ☐ Someone always needs me
- ☐ I forget until it is late
- ☐ Eating at my desk is faster
- ☐ It feels like slacking off

What would a fifteen minute break look like tomorrow? Where would you go?

A break does not have to be restful to count. It has to be away.

Fifteen minutes away is not lost time.