Take a well-being break: Choose one of the activities below

Taking brief breaks throughout the day can help you reset, decrease stress, feel refreshed, respond more mindfully and increase productivity. You’re encouraged to take a daily well-being break, if you’re not already doing so. **If you choose to do an online activity, be sure to first close your email, Teams and/or other platforms that may interrupt you during your break.** Invite others in your household to take a break with you today!

**Option 1: Regroup**

Put your computer on sleep and go for a walk (even if it’s just for a few minutes), stretch, plan your next meal, meditate, draw/color, organize your work station or simply do nothing and enjoy doing so!

**Option 2: Take a stretch break**

**Try 10 minute yoga quickie: Yoga for neck, shoulders, upper back,** especially if you’ve been in front of your computer for extended periods throughout the day. Or **try these stretches** on your own.

**Option 3: Play a game**

**Play a crossword game, solve a puzzle** or **play any game of your choice.** You can also play or start a game that’s not online.

**Option 4: Practice gratitude**

Write responses to the below statements. Practicing gratitude can improve health and happiness and strengthen relationships. Consider sharing your responses with a friend, partner or trusted confident.

- I am grateful for my family because...
- Something good that happened this week...
- I am grateful for my friendship with __________ because...
- I am grateful for who I am because...
- Something silly I am grateful for...
- I am also grateful for...

**Option 5: Plan time off**

Plan time off this fiscal year, whether it’s 1 day off from time-to-time, a few days off in a row, a staycation or vacation out of town. Taking planned time off can improve health, especially mental health, reduce stress and burnout, develop work-life integration and increase happiness, creativity and productivity. Many employees like to utilize **Personal Floating Holiday** time first, as **Vacation Time** continues to accrue. Managers, encourage your staff to utilize **Incidental Sick Time** for mental health time off.

**Option 6: Make a self-care appointment**

Schedule appointments such as an annual physical or dentist appointment, counseling or therapy session or financial check-up. Call the number of the back of your insurance card if you need assistance finding a health care and mental health provider. Don’t forget you can also utilize free & confidential short-term counseling via our **EAP, Meet with TIAA or Fidelity** for a retirement check-up or with a **Balance counselor** for a general financial check-up.
Option 7: Listen to a guided meditation practice

Take time to reset, focus on the present and potentially relieve stress by listening to a guided meditation practice from Elizabeth Tuckwell.

- 5 minute meditation
- 7 minute meditation
- 15 minute meditation

Northwestern Office of Well-being