

Wellness IN THE WORKPLACE

Coffee
BREAK



Advocate for Yourself! Schedule Time to Take Breaks

Burnout is common in today's workforce. Schedule frequent breaks to destress and disconnect before continuing your workday. Allow yourself time to conversate with co-workers, grab a coffee or tea, and take a technology break. Don't forget to eat lunch - if you feel too busy, remember your health is more important than the task at hand.

Set Boundaries

Set a boundary for ending your workday, either in the office or while working from home. Give your mind a break when it is time to leave and go home to enjoy the things that help your mental wellbeing.

Refresh your mind by standing up and going for a short walk

Being inside all day can cause some people to feel antsy at their desk and/or sad at the end of the day when they leave work and it's dark outside. Go for a short walk during your break to get some fresh air and sunlight. If working at a desk, try standing while working which has many health benefits.

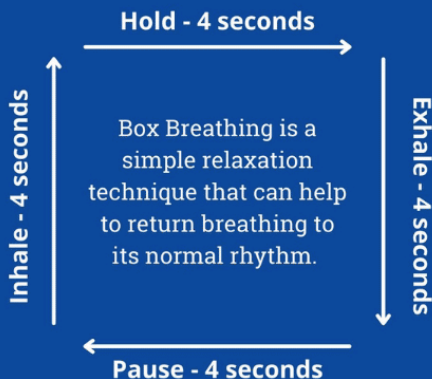
Create a Routine

Mornings - start your day with music, positive affirmations, coffee, tea, a short stretch or mini yoga session, set the stage for your day

Evenings - try to set a schedule and go to sleep at the same time each night

Weekly - clean and organize your workspace, whether that means dusting, decluttering, or sprucing it up with some décor or pictures. Consider investing in a light therapy lamp or an oil diffuser to create a productive calm space for your mind and body.

Box Breathing



Anxious before meetings?

Engage in deep breathing to calm your body and mind. Practice box breathing at your desk to bring yourself back to center before continuing your work.

Set Realistic Deadlines

Make sure you're not committing more than your capacity. Everyone's capacity is different and varies. Take some time to figure out your capacity and communicate that to your team.

Take Your Vacation Days

Vacation days allow us to decompress and help our mental wellbeing, so use them! Even for a stay-cation at home.



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