Take 5 (Or More)!

How to improve productivity with *BREAKS*!

Why Take Breaks?

1. **Prevent brain "boredom."**

   Taking a break, the act of deactivating and reactivating your brain, improves focus on lengthy tasks!

2. **Daydreaming is important!**

   The areas of our brains involved with complex problem-solving are highly active when daydreaming, or working on simple routine tasks.

3. **Improve mindfulness.** Working continuously on a task can result in losing sight of the objective. Taking a break forces us to take a step back and reconsider the goal from a global perspective.
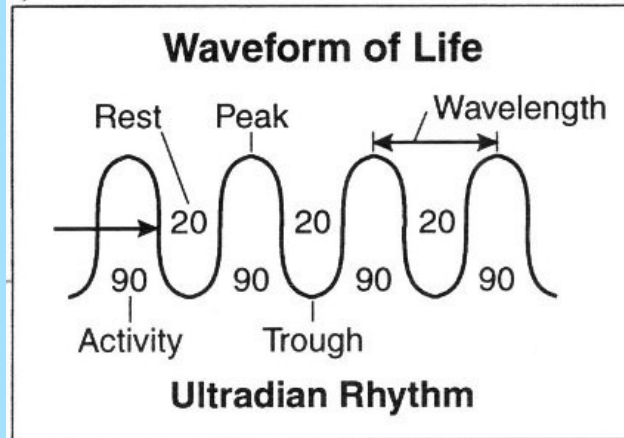
Feel like you are getting "lost in the weeds"?

Breaks can help you stay mindful of what you are trying to achieve.

How to Take Breaks

1. **Pomodoro Technique.** Set a timer! 25 minutes of work, 5-minute break x 4 cycles. Then, take a longer (e.g., 30 minute) break.

2. **Sync with your "Ultradian Rhythm."**

Waveform of Life

Rest   Peak   Wavelength

20   20   20

90   90   90   90

Activity   Trough

Ultradian Rhythm

3. **The 52-17 method.** 25 minutes of work too short and 90 too long? Try 52 minutes before taking a 17 minute break; research suggests it may be *just right* for maximizing productivity.

4. **Take 2, 15-minute breaks.** One in the mid-morning and one in the mid-afternoon.

Find your productivity dwindling?

Take a break to reset your mind!

What to Do on Breaks?

1. Take a walk
2. Talk to friends or co-workers
3. Daydream
4. Doodle
5. Read a book
6. Fuel up with a healthy snack
7. Grab a coffee
8. Nap
9. Listen to music
10. Exercise
11. Meditate
12. Go outside

Adapted from: Seiter, C. (2014, August). *The Science of Taking Breaks at Work: How to Be More Productive By Changing the Way You Think About Downtime.* https://open.buffer.com/science-taking-breaks-at-work/