

BREAK SCHEDULING TIPS



20-20-20 Rule

Every 20 minutes, look at something 20 feet away for at least 20 seconds.



Stretching

Take a 5-minute break every hour to stretch and move around.



Avoid Prolonged Sitting

Schedule standing or walking breaks to avoid prolonged sitting.

WORK LIFE BALANCE STRATEGIES

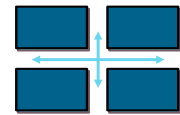


Set clear work hours and stick to them.



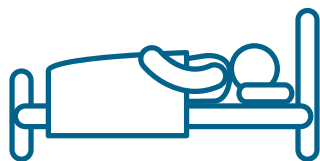
Time Block

Use time-blocking to allocate tasks efficiently and avoid overworking.



Urgent vs. Important

Prioritize tasks using the Eisenhower Matrix



Shutdown Routine

Establish a shutdown routine at the end of the workday to mentally transition to personal time.



Set Boundaries

Keep a dedicated workspace separate from personal spaces to maintain boundaries.

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