



For the past couple of months, many people have been working seemingly non-stop. On top of typical work tasks, we've adjusted to additional planning/meetings/procedures required to adapt to COVID-19 policies and guidelines, extra effort involved in basic errands, lack of available assistance with certain chores, and-- for many-- additional childcare and homeschooling responsibilities. This has left little time to relax, at a time when stress and anxiety have been elevated for virtually everyone. Maintaining this state of increased effort for extended periods is unhealthy and unsustainable, so **it is important to work in opportunities to take a break.**

As shared by the UF/GatorCare Wellness team:

Taking regular breaks from work is crucial for energy management. To avoid feeling exhausted when you get home from work, and to have energy for the things you really want to do outside of work, **aim to take a break every 90-120 minutes. Breaks can be as short as 1-2 minutes and should be tailored to what you need in that moment.** These short breaks are designed to increase our energy and are called "boost breaks."

- **If you've been sitting or standing in one space for an extended period of time: take a physical boost break.** This can be stretching, a walk, or a quick workout. This type of break doesn't just help you maintain your energy, but it also helps counteract the repetitive motions of sitting, standing or typing for extended periods of time.
- **If you've been stuck on a task for a while or are getting ready to switch tasks, try a mental boost break.** You can do a puzzle such as a Sudoku, a crossword or word search. Coloring or reading for pleasure are also great ways to give your brain a break and help you mentally switch between tasks.
- **If you've been working alone for a long time and haven't talked to another person in a while, take a social boost break.** Have a conversation with someone who you work with. Having a word search or Sudoku race brings in the element of the mental boost break. Send a thank you card or email to give (and receive!) a happiness boost.
- On the other hand, **if you've been working with people for an extended period of time, take a moment for yourself** by going for a quick walk or taking a mental boost break alone.
- **If you're feeling exhausted and haven't connected with your purpose at work in a while, try taking a spiritual boost break.** Take a moment to reflect on why you do the work you do. Create a smile file or seek out funny or heartwarming photos and videos. Get out into nature for a moment or listen to a song that makes you feel that greater sense of connectedness.

These breaks can be tailored to any kind of work and any kind of need. Don't be afraid to try new types of breaks and find what works for you. The purpose is to avoid feeling drained every time you finish work. Working through breaks can be a tough habit to break, but it's worth it!

UF/GatorCare Wellness also invites you to **join the Take 10 Movement**. The Take 10 campaign has a very simple motive: take 10 minutes at 10:00 a.m. (or at the time that works best for you) every day to be mindful of your health and wellness. This can look very different for everyone, but the benefits are limitless. You can take a walk, get a quick mini-workout in, or choose to meditate and refresh your mind. UF/GatorCare Wellness has curated a list of resources and suggested activities for you to try. Download the ready-made calendar reminders at the [UFHR Wellness website](#).

*The Harvard Business Review* recently shared this **tip to increase productivity and well-being** for individuals working from home:

### Today's Tip

## Break Up Your Day with Chores When Working from Home

When you're working from home, you may find yourself feeling distracted by your looming personal responsibilities. You don't have to push aside nagging thoughts such as, "I really should put in a load of laundry," or, "Isn't it time to walk the dog?" — you can use these impulses to your advantage. Physical chores may provide welcome relief after hours of video conferences and thought work, and you can build them into your schedule. For example, if you're having trouble starting a slide deck, decide ahead of time that you'll walk the dog as soon as you get the first three slides done. Weaving these responsibilities into your workday can help you feel more productive both personally and professionally, leaving you feeling more refreshed and energized for the days ahead.

This tip is adapted from "[Is It Even Possible to Focus on Anything Right Now?](#)," by Maura Thomas

If you are struggling to get work done with kids in the at-home office, UF/GatorCare Wellness is exploring ways to give you uninterrupted work time while simultaneously giving kids an opportunity for fun, movement,

and social connection via weekly classes. They want to hear from you! Would your kids be interested in attending live Zoom activities so you could focus on work? If so, please help the team figure out the best days and times for a Zoom activity by [completing this short survey](#).

Remember, **you are entitled to take a break**. It will make you more productive and help you maintain your health and well-being. It doesn't require lots of planning. Just make the decision and do it!



***In order to set a good example 😊, I'll be taking some breaks from sending out Wellness Updates every day, but will continue to share tips and resources on a less-regular basis.***

Stay well,

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