

Take 5 minutes to de-clutter your desk/work area



Do something that makes you laugh



Take a short break away from your screen



Get organised, make a plan of what you need to do



**Have a cuppa or
hydration break with a
colleague**



**Ask a colleague for help
if you need it**



**Take deep breaths for 3
- 5 minutes**

breathe

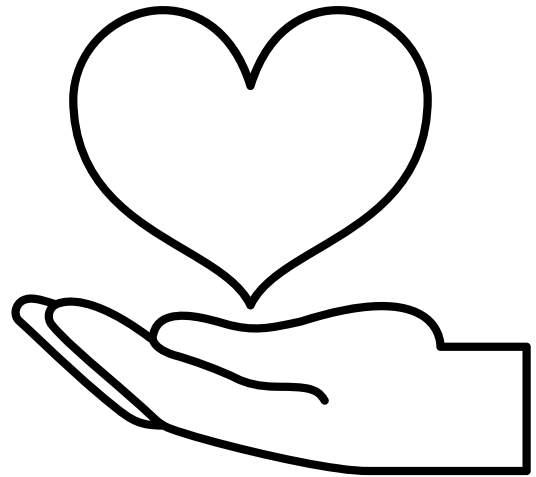
Go for a short walk



Write down 3 things that are going well for you or what you are grateful for



Perform a goodwill gesture



Accept something you can't change



On your break, don't talk about work

