

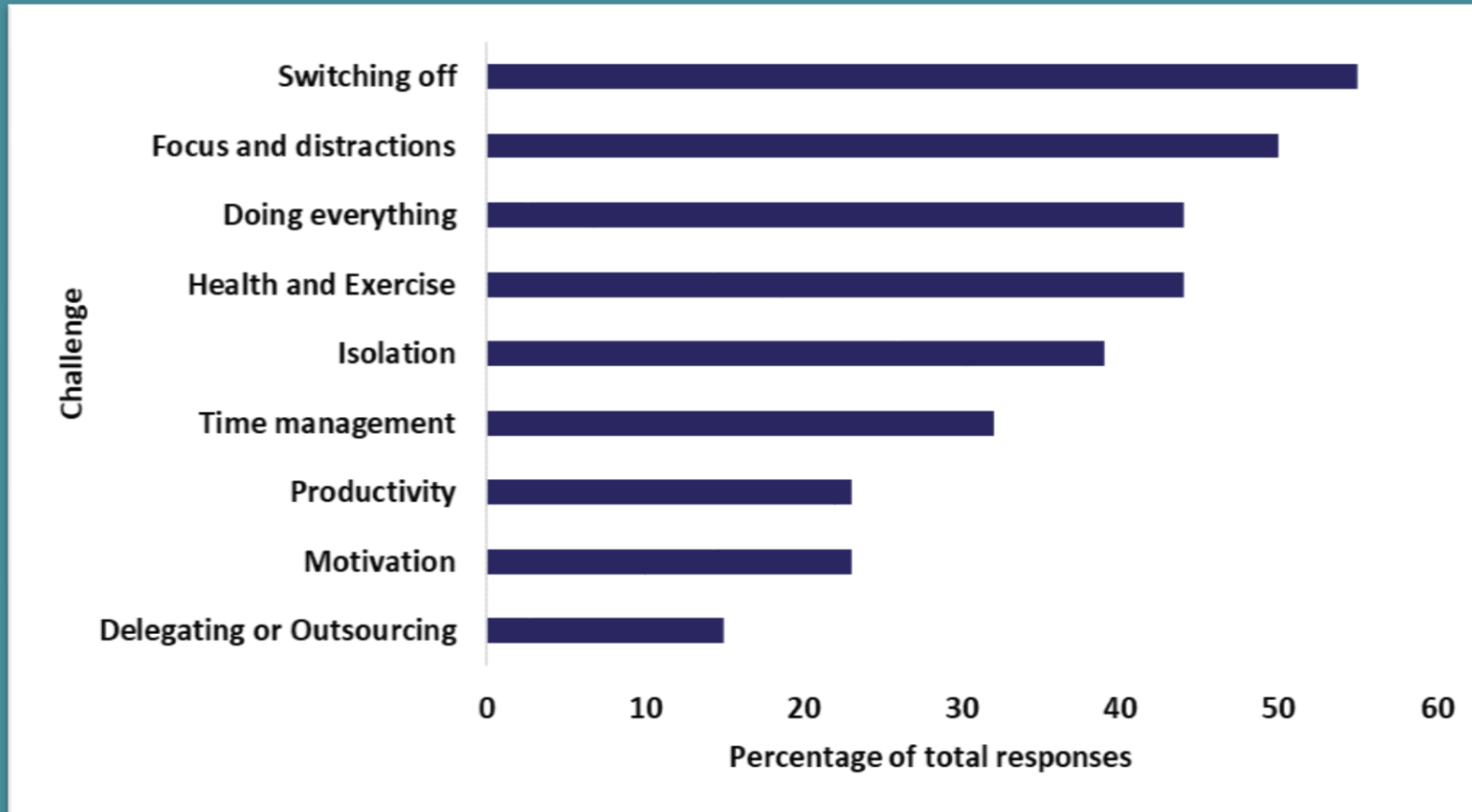
# LESSON 3: GIVE YOURSELF A BREAK

# GIVE YOURSELF A BREAK

In this lesson we're going to look at how taking breaks and adding in slack time and switching to activities other than work related ones help increase productivity

- Breaks
- Building in buffers to prepare and review
- Contingency time
- Switching types of task
- Physical and mental wellbeing
- Rewards

# Give yourself a break



## Give yourself a break

Having a break sounds counter-intuitive if you are trying to save time but trust me 10 minutes every hour works as long as you are focused in the intervening 50 minutes.

- Stretch
- Fresh air
- Walk around
- Do a household task

# Give yourself a break

## Buffer time

- Build time into your schedule to prepare for switching tasks such as before a meeting or a client call.
- This helps to shorten a meeting or client call as you are prepared.
- Equally allow time to review the outcome at the end of a task and note down what should happen next.
- Do this straight away and get agreement with everyone involved as soon as you can.

# Give yourself a break

## Contingency time

- Our to-do lists are often over-ambitious and unprioritized
- Allow for the 'unknowns' in your schedule



# Give yourself a break

## Switching tasks

- If you are losing momentum in a task e.g. writing a report or analysing data, take a break by switching to a task which uses different parts of the brain.
- I find designing images for my blog or even some singing practice for a few minutes works a treat.

# Give yourself a break

## Physical exercise

- Whatever your exercise regime is schedule it into your day.
- You'll come back feeling refreshed



# Give yourself a break

## Rewards

- We don't get as much recognition as a Homepreneur (equally there's less chance for criticism!)
- At work we thrive on feedback – at home feedback is lacking
- Tangible or intangible rewards

