



# Ten Ways to Take Ten!

With many of us moving to working remotely over the past week, we may find ourselves wondering what the new work etiquette is. Is it okay to take breaks? If so, how often and how many? Will my supervisor think that I am slacking off if I don't respond immediately to an e-mail or call? Many of us may feel that with so much happening so quickly that we can't stay away from the computer or phone.

However, we know that to perform at our best, in any setting, **we need to take brain breaks to refresh.** This is even more true, when working remotely in front of a computer screen for most of the day. Here are ten ways to take ten-minute breaks:



## MAKE AND ENJOY A CUP OF COFFEE OR TEA

**1**  
One

Select a favorite flavor and prepare as desired. Find a comfortable and quiet place to sit. Notice the warmth coming through the mug into your hand. Before taking the first sip, pause to inhale the smell. Enjoy the warmth as it travels from your mouth, down your throat into your belly. REPEAT.

Find a time for you to connect with co-workers to catch up with each other. Give a tour of your new home office and office mates (i.e., pets, children, partners, plants, etc.). Share a funny or inspiring story.

**2**  
Two



## SCHEDULE A VIDEO CHECK-IN WITH A CO-WORKER



## GET FRESH AIR

**3**  
Three

Go outside for a walk or just to sit and breathe in the fresh air. Notice the sensation of the air and sun (hopefully!) on your skin. Take in the ever-changing environment – the buds turning into flowers and leaves, trees and grass turning green, and the return of birds.

It is important to get up and move at least once an hour. Even while sitting you can do shoulder or neck rolls or stand behind your chair to do some calf raises or slow squats. Take a walk around your house or go outside (see number #3).

**4**  
Four

## STRETCH & MOVE



## PLAY

**5**  
Five

Take out a deck of cards and play a round of solitaire, work on a crossword puzzle or Sudoku, or take out that 1000-piece puzzle you have been meaning to start. While many of these activities can be done online, try going old school to give your eyes a well needed screen break.

Let out your inner artist and try drawing a picture, just doodle, or color a mandala. Share with your co-workers on your next video check-in or decorate your home office. Need an idea – try a suggestion generator like <https://drawfee-generator.com/>

**6**  
Six

## DRAW



## LISTEN TO MUSIC

**7**  
Seven

Make a few "take ten" play list of your favorite songs. This is a real bonus of working from home instead of in the office because you can sing out loud (and dance) along!

Pause and breathe. If you are able, find an alternate space where you can sit undisturbed. Sit comfortably with an alert posture and eyes closed or with a soft gaze. Now, follow your breath in and out. There are many free guided mediations online such as <https://insighttimer.com/>

**8**  
Eight

## MEDITATE



## HAVE A HEALTHY SNACK

**9**  
Nine

Prepare a snack and arrange it on a plate as if you were serving it to someone special (because you are!). Sit down. Before eating, offer thanks to all the went into the food arriving on your plate – the sun, rain, and earth needed for it to grow, the people who planted and harvested it, and the individuals who transported it. Notice the colors, smells and flavors as you enjoy your dish.

This one may be the most challenging. Try sitting or standing without the need to do anything at all. Just allow everything to slow down to this moment as it is. If the mind wanders, which it will, notice and gently bring your attention back to now.

**10**  
Ten

## DO NOTHING

