## JOY BREAKS

People often feel if they work continuously with no break they will get more done. In fact, breaks are needed to refresh you and help you be more productive. You will think more creatively and sometimes even have that breakthrough "aha" idea while you step away from your desk to do something totally unrelated to your work. Make a list and keep it handy of things you enjoy that don't have to do with work and can be done in various time intervals. Don't forget to keep the materials you will need handy to do them, such as a hobby magazine, note cards to send to friends, garden tools, Legos, running shoes or whatever it is for you.

| 5 minutes | 10-20 minutes | ½ hour | 2-3 hours |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |



Dr. Dorene Lehavi, Ph.D.
Next Level Business and Professional Coaching
© 2005, Dorene Lehavi, Ph.D. All Rights Reserved. Do NOT Photocopy This Document!