**Building in Time for Rest and Recharge**

Although the summer period does see an increase in annual leave, we know some colleagues will not be taking leave during this time (for many reasons). Heading towards the start of the new academic year, here are some simple practices to consider supporting rest and moments to recharge using small, meaningful breaks throughout the day, evening, and weekend:

**During the Workday: Build in Microbreaks**

* **Step Away Often**: Take 2 - 5 minutes every hour to stretch, hydrate, or rest your eyes. These small pauses improve focus and reduce fatigue.
* **Take Lunch Mindfully**: Try to eat away from your desk or device. Even a 15-minute change of scenery can refresh your mind.
* **Go Outside If You Can**: A short walk or a moment in natural light can boost your energy and help regulate your sleep cycle later.

**In the Evenings: Create Calm Where You Can**

* **Wind Down Early**: Aim to disconnect from work at the same time each day and screens at least 30 minutes before bed.
* **Build a Routine You Look Forward To**: This might be a bath, reading, journaling, or a short meditation. Keep it simple and consistent.
* **Avoid Over-Scheduling**: If your evenings are busy, protect at least one or two nights a week for quiet, unstructured time.

**On Weekends: Slow the Pace**

* **Plan One Restful Activity** – Whether it’s an extra hour of taking it slow in the morning, a nature walk, or simply saying “no” to one obligation, give yourself space to unwind.
* **Mix Tasks With A Positive Moment**: Combine chores with enjoyable moments (e.g. playing music while tidying or stopping for coffee mid-errand).
* **Be Present In The Weekend**: Being present in your breaks away from work can help you feel more grounded, less rushed, and more connected to yourself. To help keep work off your mind, or maybe other personal things going on in your life, try writing these things down on a Friday to help you process your week and / or some of your worries and try to put these thoughts on hold until the following week.