Productivity Tips:

Doing less to get more done.

SORA 空 strategies

Take Breaks

Overwhelmed?
Busy?
Carrying a Huge Load?

Taking breaks is a counterintuitive but highly effective productivity tool. Strategic breaks can refresh the mind, reduce stress, and prevent burnout, ultimately enhancing overall performance and well-being.

Incorporating regular breaks into your work routine is not a sign of slacking off; rather, it's a scientifically backed method to enhance productivity, creativity, and overall well-being. By understanding and leveraging the power of breaks, you can work smarter, not harder.

How do you do it?

Work Smarter Not Harder

Boost Concentration

Sharpen Focus

Enhance Creativity

Prevent Burnout

Improve Physical Health

Better Decision Making

Sharper Problem Solving

Deeper Relationships

Pomodoro Technique: Work for 25 minutes and then take a 5-minute break. After four cycles, take a longer break of 15-30 minutes. This technique helps maintain high levels of productivity by ensuring regular rest periods.

90-Minute Work Blocks: Research suggests that our brain naturally works in 90-minute cycles. Working in alignment with this cycle, followed by a break, can optimise productivity.

Movement Breaks: Incorporate short, 2-5 minute breaks every hour to stand, stretch, or walk around. This helps reduce physical strain and refreshes the mind.

Mindfulness and Relaxation: Use break times for mindfulness exercises, meditation, or simply practicing deep breathing. This can help reduce stress and increase mental clarity.

Nature Breaks: Spending time in nature, or even looking at green spaces, can lower stress levels, improve mood, and enhance cognitive function.

Pro Tip:

High cognitive load work requires time, location, and practice to be done well. Train like an athlete to excel at thinking!

Links:

- Link this with Batching Tasks by tool or type to maximise the impact.
- Couple this with Time Blocking for regular sessions of maximum impact.