

## September 2024



GOAL	•
Take 2 breal	ks per week

Use the calendar to keep track and the ideas to get started.

S	M	T	W	Т	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## Adding breaks to your personal and professional life:

- Have a commitment-free day off from work
- Keep one morning or evening free every week
- Add a 5 to 10 minute buffer between meetings
- Use at least one day of paid time off this month
- Schedule a 10 to 15-minute break in your work day
- Take your lunch break away from work responsibilities



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