Sujet n° 20

How To Make Productive Use Of Your Breaks At Work

Across the U.S., the average employee will spend about 8 hours at work. During these hours, they'll take a number of (productive and unproductive) breaks from what they're doing to surf the Web or chat with coworkers. A survey of over 2,000 participants concluded that 80% of employees waste time at work on non-related tasks .

5 **1. Examine your priorities.** Cary J. Green, Ph.D, notes, "Everything is not important." Oftentimes adults have so many responsibilities they forget to examine what is meaningful to them. Take out a piece of paper and make a list of what gives your life purpose from the most meaningful to the least.

2. Identify what reenergizes you. Review your list of priorities and star anything that reinvigorates you. One study found that when employees engage in activities they prefer during their break, they
10 return to their work related tasks more energized. Perhaps calling family or a quick stroll outside are meaningful avenues to help you recharge.

3. Plan for the next time you can have a moment to yourself. For instance, what times of the day are typically fast-paced what time of day is prone to lulls? Try to plan your breaks accordingly. A Baylor University study concluded that breaks taken in the mid-morning are more likely to boost
15 energy, concentration, and creativity compared to breaks taken in the mid-afternoon.

4. Understand how you can better use small breaks. If you keep track of your schedule for 48 hours, marking down everything you are doing down to the minute, you will be shocked at how much time you are wasting in five to fifteen-minute increments.

20   Rachel Dresdale, Nov, 2016, *Forbes*