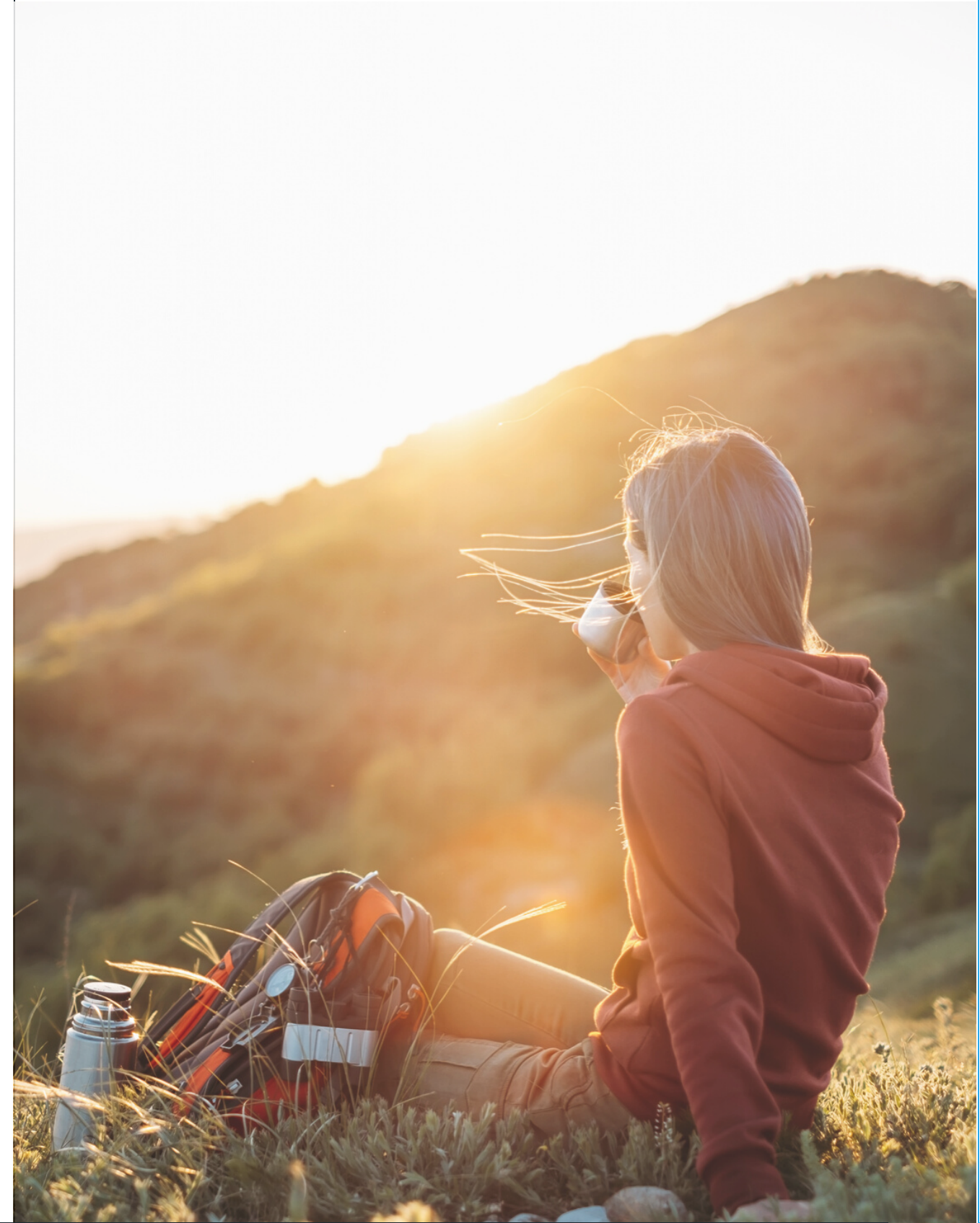


4WRD

Rest and Relaxation



How strategic and intentionally-planned rest & relaxation can improve productivity and well-being.



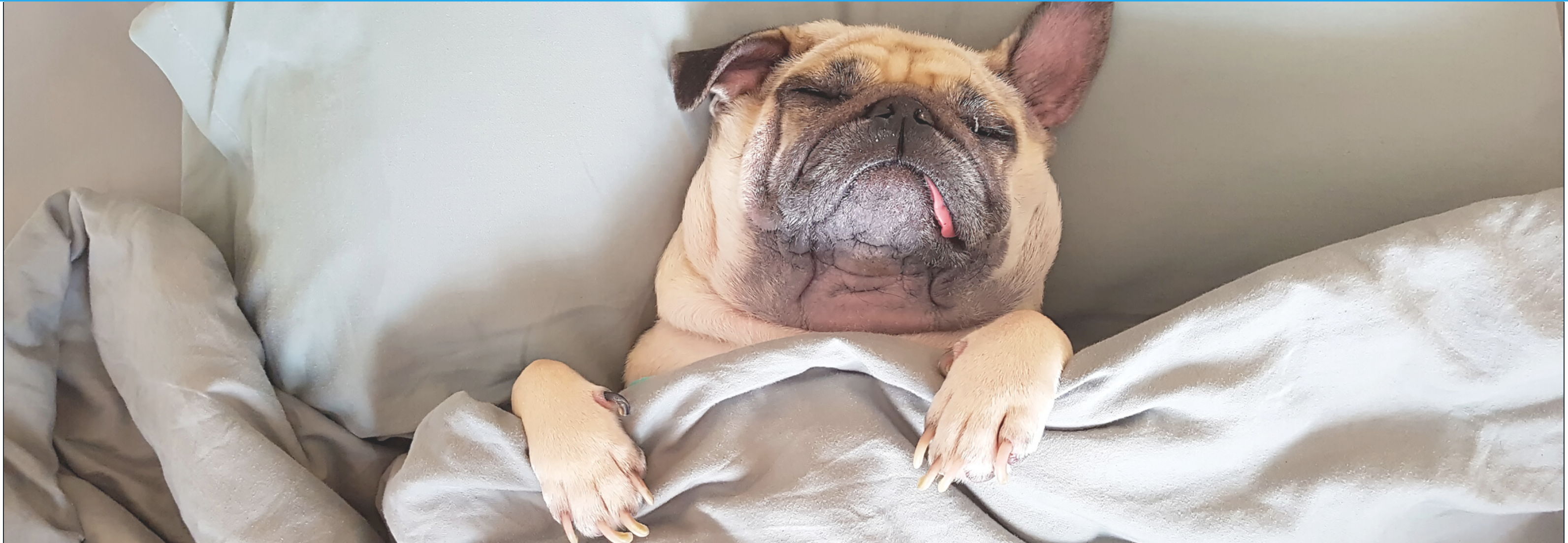
Today's Course

Strategically resting to improve productivity

- Why is rest important?
- Rest and brain focus
- What sleep does to your body and mind
- Taking strategic breaks at work and home
- Wrap Up



Do you take the time to rest & relax every day?

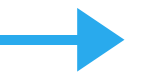


Do you take regular breaks throughout the day or do you plow through?



83% of People Spend No Time Relaxing

We work too hard, we rush too much, we exercise too much or too little, we eat quickly or poorly, and we don't sleep enough. This is bad for business, bad for relationships, and bad for wellbeing. Burnout, chronic fatigue, depression, and other illnesses can even be a result.



“

Just as stretching and resting are important after a workout, you need to rest your brain after a long day of work too.

Why Rest is Important



It Helps Remove Toxins

The brain builds up toxins while awake, and sleep is the time that allows the body to remove those toxins. So it's no surprise that the most common mental health issues at work are anxiety and stress.

Makes You Better

When you are mentally strong, you perform better in all aspects of life. Additionally, you'll work better with others and improve your relationships.



Why don't we rest?



Worry



Stress Level



Too little work,
too little time



We feel like we
are expected to
forego breaks
or rest



We get
behind



We tell
ourselves
we can't



We think we
must "work
more" to
catch up



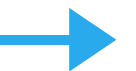
We get our
identity from
work so that
we become
workaholics



Activity Time

Reflection

Rest is an important part of a healthy lifestyle – but what happens when you don't get enough rest or proper sleep? Reflect on a day where you felt like you didn't get enough rest. What are the reasons for not getting rest that day? How did you feel throughout the rest of the day? How was your mentality and your mood?



When the Brain Doesn't Rest



Here are some of the problems that happen when the brain doesn't get to rest often enough or ever:

Common problems of an overworked and un-rested brain:

- Stress increases
- Patience decreases
- Productivity declines

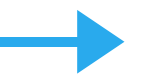
Less common problems of an overworked and un-rested brain:

- Memories get blurry
- The brain “shrinks”
- We experience irrational emotions



Why sleep is important

While the body rests during sleep, the brain remains active. Thus, while sleep is important, it doesn't provide ALL the "rest" and relaxation our brain needs during the day.



Sleep and Physical Health

Sleep is vital for a healthy body. What happens to our physical health when we don't get enough sleep?



We get run down



Our immune system weakens



We become more susceptible to illness



Weight can be hard to manage



Inflammation increases



Likelihood of other chronic diseases rises



Sleep and Mental Health

Sleep is vital for a healthy mind. What happens to our brain and mental health when we don't get enough sleep?

▶ We get grumpy, impatient, depressed, and reckless

▶ We become error prone

▶ Our ability to concentrate decreases

▶ Cognition is hindered

▶ Brain energy is depleted

▶ Brain efficiency is sacrificed

▶ Mental acuity diminishes

▶ Productivity declines



Sleep vs Rest

When we sleep, our brain doesn't really stop. Thus, regular rest breaks during the day are still critically important.

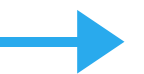
The mind simply must switch off for a while, multiple times during the day, to perform at its best.



Task Chunking & Time Blocking

Break it down

Setting smaller, easier-to-achieve goals (task chunks) to be completed in reasonably scheduled period of time (time blocking), promotes healthier working habits — such as taking appropriate breaks and getting the rest we and our brain needs — in the long term.



Rest and Brain Focus

1 **Selective
Attention**

2 **Divided
Attention**

3 **Sustained
Attention**

Why Is Focus Important?

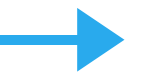
When focus — also sometimes called attention or concentration — is at its highest, we can work easier, faster, and better. Of course, the opposite is true as well.



Why Taking Intentional Breaks is Vital

Breaking Concentration

You can use intentional breaks to proactively schedule or deal with things that would normally come up in your focused attention times and breaking your concentration when you need it to be optimal.



The Human Brain and Focus



The human brain can only focus completely for two hours at a time.



After that, the brain needs a twenty to thirty-minute break.



We spend an average of 9 hours a day at work.

Because of interruptions at non-scheduled times the NeuroLeadership Institute says work focus equals about 6 hours a week.



2 Hours of Strong and Intense Focus

Strategic Breaks & Focus

Highly productive people almost instinctively focus the optimal amount of time and then take a break before diving back in...

Integrated breaks that maximize the way your brain works

**Pomodoro
Technique**



Give Your Brain a Break at Work

Things We Can Promote and Encourage for Strategic Rest and Relaxation Work:



Full lunch breaks



Short Walks
Through the Day



Small breaks
through the day



Ad hoc breaks



After meeting
decompression
time



Deep
Breathing



Learning &
exploration time



Free up
“Brain RAM”



Utilize leave
time/PTO



Work smarter,
not harder



Give your Brain a Break

With a little practice and consistent effort, we can all learn to be good “resters” or “strategic relaxers.”

Promoting positive mental health in the workplace isn't an overnight fix. And it can't solve the problem all by itself anyway. We must take responsibility for our own wellbeing and thus, we — as individuals — need to learn how to personally rest in a way that improves our wellbeing.



Give Your Brain a Break at Home

Here's How We Can Fit in Rest and Relaxation Strategically at Home:

- Schedule in down time
- Shut off your phone
- Get up and move
- Deep breathing exercises
- Read
- Meditate
- Yoga
- Progressive Muscle Relaxation
- Take up a creative hobby
- Spend time with loved ones
- Spend time with friends
- Get outdoors & do something you love
- Soak in a bath
- Listen to soothing music
- Write or journal
- Use guided imagery



Worksheet

Let's analyze how you rest and relax at work and at home.



Question 1: What is preventing you from getting rest and relaxation? What have you noticed when you don't get enough rest or sleep?

Question 2: Rest impacts your mental & physical health, well-being & goal achievement. How will you make intentional rest a part of your entire day, throughout the day?

Question 3: What strategies or techniques will you try to fit rest and relaxation strategically at home? What strategies will you try at work?

Summary

Rest is Important

Just as stretching and resting are important after a workout, you need to rest your brain after a long day of work too. Rest removes toxins from your body and you will improve your mentality.

Focus is Important

When focus — also sometimes called attention or concentration — is at its highest, we can work easier, faster, and better. Of course, the opposite is true as well.

Give your Brain a Break

With a little practice and consistent effort, we can all learn to be good resters or “strategic relaxers. As individuals, we need to learn how to personally rest in a way that improves our wellbeing.



Thank you for joining!

if you have any questions or feedback,
please reach out to us at
team@4WRD.com.

WWW.GO4WRD.COM

