



Rest & Relaxation

How to Strategically Plan
Rest & Relaxation Workbook

WWW.GO4WRD.COM



Why is Rest 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.

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.

Types of Strategic Breaks

1

2 Hours of Strong and Intense Focus

2

Integrated breaks that maximize the way your brain works

3

Pomodoro Technique

How to Promote and Encourage Rest at Work



Small breaks
through the day



Ad hoc breaks



Deep
Breathing



Learning &
exploration time



Utilize leave
time/PTO



Work smarter,
not harder



Full lunch breaks



After meeting
decompression
time



Short Walks
Through the Day



Free up
“Brain RAM”

How to Fit Rest and Relaxation at Home

Schedule in
down time

Shut off your phone

Get up and move

Deep breathing
exercises

Read

Meditate

Yoga

Progressive

Progressive
muscle relaxation

Meditate

Take up a
creative hobby

Get outdoors & do
something you love

Spend time with
loved ones

Spend time
with friends

Soak in a bath

Listen to
soothing music

Write or journal

Use guided imagery

Rest and Productivity

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

Make it Intentional

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?

Fit Rest & Relaxation at Home & Work

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

Seven days of rest and relaxation – weekly planner

Make a commitment to putting some of these strategies to work for you personally and professionally to improve your productivity but more importantly, your wellbeing.

SUNDAY:

MONDAY:

TUESDAY:

WEDNESDAY:

THURSDAY:

FRIDAY:

SATURDAY:

NOTE:



Thank You!

We hope you found this workbook on rest and relaxation helpful. We'd love to hear how this has helped! Come tell us about your experience via the contact details below.

@4WRDGOALS

WWW.GO4WRD.COM

TEAM@4WRD.COM