

Designing & Taking Effective Breaks

Breaks are an important part of the study and learning process. We hear a lot from students about how they start taking a break and then two hours have passed, or how they don't take any breaks. Of course there's middle ground, but we want to give you some reflection prompts and space to consider what kind of breaks you need and when, how you'll plan for them, and how you'll resume work when you're done. As you engage with the matrix below, consider these questions:

- *What do you need in that moment?*
- *How long do you need to feel refreshed and ready to work?*

Break Types	5 minutes	15 minutes	30 minutes	Longer
Fun				
Relaxation				
Productive				
Escape				
Wellness				
Other				

Getting Back to Work

Now, take a moment to consider what strategies you'll use to get back to work once your break is finished (this might be setting a phone timer, or telling a friend that you can't hang out for longer than 30 minutes, or...):

- *To get back to work when my break is over, I'll do the following **before I take a break***

OR

- *To get back to work when my break is over, I'll do the following **after my break***

Putting it into action:

As you consider the ideas you've collected for yourself, think about your scheduling approach:

- *Will you schedule just the break time and spontaneously choose the activity when you're there, or will you plan out the full break with time, activity, etc.?*

- *When will these different approaches support you most?*

Reflection:

- *What type(s) of breaks do I need to schedule more of?*

- *What types of breaks do I need to schedule fewer of?*

- *How do breaks support me in the short & long term?*

- *What still feels difficult about taking breaks and who can I connect with and/or how can I address this?*