



IT'S OK TO FIND TIME FOR YOU

2

**If you have
2 minutes:**

- › Walk across the office and say hello to someone.
- › Look out of the window and notice something different.
- › Get a drink.
- › Do the breathing exercise.

5

**If you have
5 minutes:**

- › Send two people an email to thank them for something they have done for you.
- › Ask your team if they would like you to get them a drink.
- › Stop and chat to someone that you don't know well.
- › Throw out any clutter in your workspace.

10

**If you have
10 minutes:**

- › Tidy up your workspace.
- › Write down two things that would make your work more interesting.
- › Go for a walk outside.
- › Do the progressive relaxation exercise.

30

**If you have
30 minutes:**

- › Go for lunch with your colleagues.
- › Go for a run or brisk walk in the park.
- › Organise a team event/competition.

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