

**TURN OFF YOUR PHONE.**  
(Just do it!)

**SCHEDULE IT.**  
If you know you're not going to do it unless it's on the calendar, put it on the calendar!

**BE ON THE LOOKOUT FOR STOLEN MOMENTS.**  
Try walking to work or taking lunch in a cozy spot by yourself. Breathe deeply and check in with yourself, if only for a few minutes.

Practice  
doing nothing,  
just don't  
make too big  
a deal out it.

ME TIME  
IDEAS



- |   |                      |
|---|----------------------|
| Book Group  | Watch a movie        |
| Art Class   | Cook                 |
| Bowling   | Knit                 |
| Exercising  | Sew                  |
| (Mountain biking, running, swimming, spinning, yoga, pilates...you name it) | Garden (or plan it!) |
| Afternoon coffee/beer   | Shovel               |
| Neighborhood walk   | Color                |
| Grown-up coloring   | Go shopping          |
|   | Get a massage        |
|   | Meditate             |
|   | Nap                  |



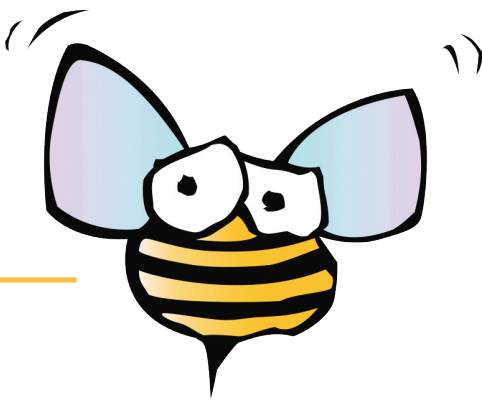
The average employee spends more than half their workdays receiving & managing information rather than using it to do their jobs.



NAP ZONE

Some research suggests that people are physiologically inclined to snooze during a 2 to 4 pm "nap zone" – because the brain prefers to toggle between sleep and wake more than once a day.

Value & respect yourself.(Re)Discover who you are. Like who you are.



DROP THE BUSYNESS.

Just drop it. Let it go. Don't make it part of your life. The minute you stop thinking you're busy, you'll feel a lot less busy.

me  
TIME

It's important!

ME TIME: i.e. downtime, solitude, play, fun, relaxation, idle moments

- Makes us more productive & creative
- Improves our memory
- Helps us perform better
- inspires problem-solving

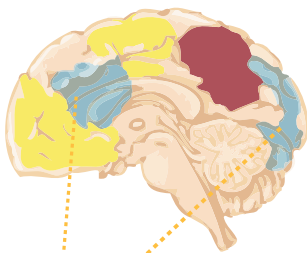
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Average number of vacation days annually left unused by Americans.



42%

of people said they check their work email while on vacation



DMN

DEFAULT MODE NETWORK  
*the land of epiphanies!*

A network of brain regions that are active when an individual is not focused on the outside world, but not asleep (thinking idly).

Me time can't be something you hate doing but feel you have to do (i.e. if you hate working out, don't make gym time your me time).

SOURCES

- [www.scientificamerican.com/article/mental-downtime](http://www.scientificamerican.com/article/mental-downtime)
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