

# INSIGHT

WTC COMMUNITY WEEKLY



## *It's OK to Take a Break*

With the global health crisis forcing many finance professionals to work from home, it is essential to make this a sustainable (as well as productive) experience. For some, remote working might be a completely new experience, and finding a balance between personal and professional commitments can be very tricky.

Raise your hand if managing your time during the COVID-19 pandemic means the lines between the office, home and your kids' schoolwork now blur together – or *might not exist at all*.

Time management is a challenge during normal times, but when working from home, it can be tougher without the parameters you're accustomed to when you're in the office. Breaktime such as lunch hour can give you something to look forward to at the beginning of your workday. It can also be a great way to refocus and reenergize the remainder of your work time. Here are some tips to help you maximize your lunch break when you work from home:

### **Eat Something Healthy**

A mid-workday break to eat can help refuel your body & help keep you going for the rest of the day.

### **Get Moving**

Even if you have a standing desk or alternate sitting and standing throughout your workday,

### **Take a Digital Break**

Shut down the computer and turn off all electronic devices to separate your working self from your resting self.

### **Take a Power Nap**

A quick nap between 15 and 30 minutes in the afternoon can make you more alert, reduce stress, and improve your cognitive functioning. Remember to set a timer to keep from falling into a deep sleep.

### **Meditate**

Sit up straight, close your eyes, and breathe. Practicing mindfulness, even for just a few minutes a day, can be the equivalent of hitting the reset button.

So, what about you? Is there another breaktime ideas? Share with us at [@wtcjakarta](https://www.instagram.com/wtcjakarta) on Instagram, and as always, stay safe and healthy everyone!

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*However, it's important to step away from the computer now and then to take breaks to recharge, refuel, and refocus. If necessary, set an alarm to remind you when it's time to take a break. At those times, be sure to leave your workspace. When you get back to work, you'll find you're much more productive than you would have been had you skipped the break.*

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**Yours trully,**  
the community editor