

Self-Care at Your Desk

Self-care isn't the same for everyone— it can be any action you take to ensure you stay healthy and functioning regardless of what is happening in your personal or work life. More importantly, self-care should be a daily ritual or routine, not something you fit in when it's convenient for you.

When you're stressed out or anxious, it can be hard to process information, refocus your thoughts and regulate your emotions. Here are some coping strategies and/or skills that require no special equipment or training and very little time out of your day.

1. 60-Second Desk Cleanup



Set a timer for one minute— organize/file loose papers, store stray supplies and dispose of clutter. Tidying your space periodically will help you stay organized and productive and reduce stress.

2. Keep Healthy Snacks in the Office

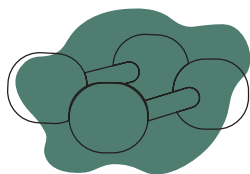


Keeping a few healthy options like nuts, granola, bananas, and peanut butter at your desk can help you stay energized when you don't have time to leave the office to grab lunch.

3. Stay Comfortable

Keep a sweater on hand when the office feels like a freezer or lighter shirt when it feels like a sauna. Also, store a pair of comfortable sneakers under your desk— in case your feet hurt or to take a short walk.

4. Set a Timer for a Five-Minute Stretch



Stand up, close your eyes, stretch your hands over your head. Move your arms side to side. Do this daily to clear your head, relieve tense muscles, improve productivity and stress reduction.

5. Practice Good Eye Screen Health

Your eyes are probably fatigued from staring at screens all day. Practice the 20-20-20 rule: Look 20 feet away from your screen, for no less than 20 seconds, every 20 minutes.

6. Keep a List of Inspiring Words and Images

Keep a favorite quote or inspirational photos close to your desk so that motivation is always close by.

7. Stay Hydrated

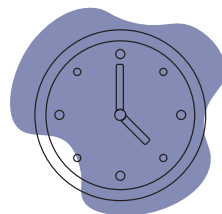


It is very easy to lose track of how much water you're consuming. Keep a water bottle on your desk— use one with time marks that indicates hourly water consumption— it will make staying hydrated easier!

8. Set Boundaries for Productivity

One of the most important things you can do is set boundaries for work productivity with your co-workers. Use visual cues: "If I am wearing headphones, I'm in the middle of something." Or use verbal cues: "I'm in the middle of a deadline, but let's take a break in an hour and we can talk then."

9. Set a Time Schedule to Respond to Emails



Instead of interrupting your work flow every time an email is delivered, consider setting aside specific times that are dedicated to reading and answering email. For example, check your email when you start work, again before lunch, and last thing before you end your work day. Turning off email push notifications will also help to stick to a set schedule.

The Bottom Line:



Set a timer for five minutes, breathe and unwind— Self care at work doesn't have to be complicated or time consuming. Start small and simple and build on your self care routine to give your mind and body what it needs to sustain you through the day.