

Downtime

Sustain Performance and Creativity by Embracing Strategic Rest

TYPES:
benefits
and tips

*Feel the impact.
Well structured downtime delivers:*

Higher Productivity: Stay focused and efficient

Greater Creativity: Unlock novel solutions

Stronger Connections: Show up fully present

Better Resilience: Keep cool and calm

Quick Tips to Get Started



Micro-Breaks:

Set 30-minute timers in your calendar



Snacks in Nature:

Spend five minutes outside daily



Phone-Free Coffee Chats:

Build rapport without screens



Shutdown Ritual:

Log off, switch gears, and plan tomorrow



Vacation Planning:

Block one week off per year well in advance



1

Micro-Breaks

Schedule 30-minute alerts.

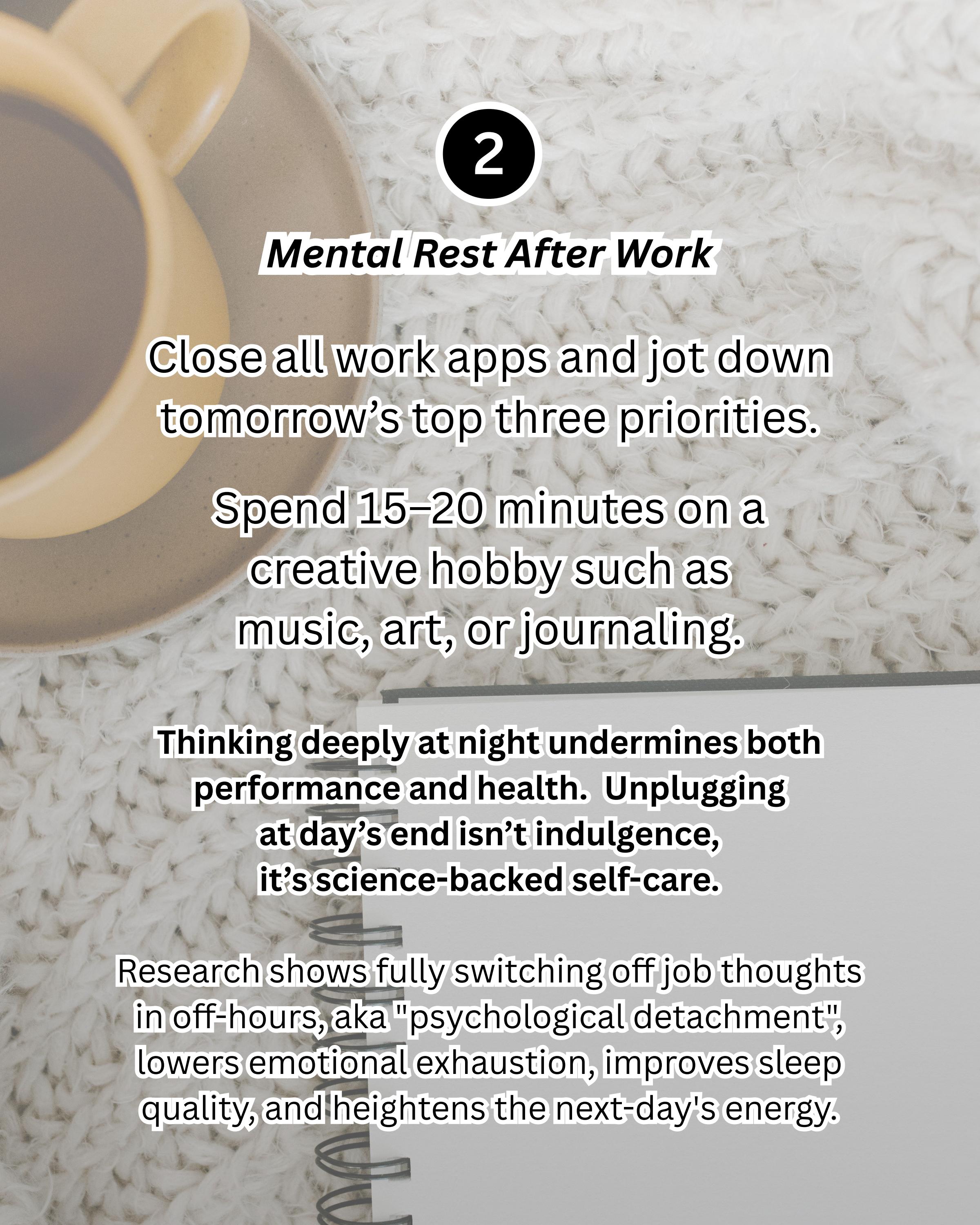
Stand, stretch, or walk.

**Even two minutes of window-gazing
can reset your focus.**

**Micro-breaks interrupt mental overload
and restore clarity.**

**These breaks reduce continuous activation in
the prefrontal cortex, giving your brain's
control network a moment to recover.**

**A meta-analysis of 35 studies found that short
pauses under five minutes are enough to yield
measurable gains in focus and accuracy.**



2

Mental Rest After Work

Close all work apps and jot down tomorrow's top three priorities.

Spend 15–20 minutes on a creative hobby such as music, art, or journaling.

Thinking deeply at night undermines both performance and health. Unplugging at day's end isn't indulgence, it's science-backed self-care.

Research shows fully switching off job thoughts in off-hours, aka "psychological detachment", lowers emotional exhaustion, improves sleep quality, and heightens the next-day's energy.



3

Weekend Recovery

**Schedule one “phone-free” leisure activity per day:
Read, hike, cook, or daydream.**

Mute notifications with a downtime schedule to protect your headspace.

Weekends are your strategic reset, preparing you for peak mid-week performance.

Studies show that weekend sleep and leisure prepare you for the new week and reduce exhaustion by up to 25%. Alternating active hobbies with relaxation such as reading or mindfulness maintains balanced resources, according to the effort-recovery model.

A photograph of a tropical beach. In the foreground, there's a light-colored, textured surface that looks like a hammock or a thatched roof. Behind it, several palm trees stand against a bright blue sky with wispy white clouds. The ocean is visible in the background, meeting the sky at a distant horizon.

4

Vacation

Mark at least one week off per year in your calendar. Treat it as non-negotiable.

Create pre-vacation and re-entry checklists to delegate tasks and set clear expectations.

Vacations and extended escapes deliver lasting returns for mental and physical health.

Studies also show better problem-solving after multi-day breaks. Yearly one week-long vacations result in mood improvements lasting up to five weeks post-trip, 20% lower mortality risk, and 30% reduction in heart-disease deaths.



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Rest isn't a reward, it's a strategic investment



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