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**PROJECT NAME:** BREAKTIME

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**PROJECT PURPOSE**:

There can be serious consequences to a lack of separation between our work lives and personal lives. It can lead to a feeling of being at work 24/7. Always on, never off. Taking breaks while working remotely is essential to productivity. Breaking up the remote workday, particularly during the outbreak, can improve your health and quality of work. Here are some of the benefits of taking breaks while working remotely:

* **Energy boost:** Breaks, particularly those that engage the body or mind in an activity unrelated to your work, can provide you with higher energy levels.
* **Increased motivation:** After a break, you might feel more motivated to continue working on your assignments.
* **Improved problem-solving:** After stepping away from a work-related challenge and resting, it may be easier to find a solution to any issues you're facing.
* **Renewed focus:** It's easier to focus on a task when it's new. Stepping away renews your work ethic and allows you to approach your work with a refreshed mindset.
* **Healthier mind and body:** You can use breaks to exercise or rest, both of which improve your mental and physical well-being.
* **Improved sleep:** Taking productive breaks from work throughout the day to eat well and exercise can improve your sleep at night, which helps you work better during the day.
* **Better productivity:** Productivity tends to improve when you take short breaks. Rather than losing focus during a long stretch of work, you'll be more productive with scheduled breaks.
* **Increased work-life balance:** With increased productivity and beneficial breaks, you'll feel better when you log off for the day and shift your focus to your personal life.
* **Higher alertness:** Maintain alertness throughout the day by breaking up computer screen time with breaks.
* **More creativity:** After a break, especially one in which you pursue a creative endeavour, you may find your work-related innovation has improved.

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