



Give Me a Break Challenge

Tracking Sheet

DIRECTIONS: Choose from the list of healthy break ideas. Note the time you took a healthy break below. (Aim to use at least one of your two healthy breaks each workday!) Use this tracking sheet to record your progress for two weeks.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	# of Days I took at least one Health Break
<i>Example</i>	<i>11:00 a.m.</i>	<i>10:00 a.m. 11:00 a.m.</i>	<i>8:30 a.m. 2:00 p.m.</i>	<i>8:30 a.m. 11:00 a.m.</i>	<i>11:00 a.m.</i>	3
Week 1						
Week 2						



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Healthy Break Options

Active Break	Somewhat Active Break	Relaxation Break
<ul style="list-style-type: none"> <input type="checkbox"/> Crank up your favorite music and dance. <input type="checkbox"/> Do some desk stretches or office exercises to reverse that computer hunch. (See if a co-worker needs a break, too!) <input type="checkbox"/> Head outside and walk around your block or building. Too cold out? Get the same energizing effect by walking up and down a few flights of stairs. <input type="checkbox"/> Walk to your mailbox. <input type="checkbox"/> Play with your pet. <input type="checkbox"/> Take phone calls outside and/or while walking back and forth. The combination of movement and chatting will give you a boost of energy before <input type="checkbox"/> Use your Wellness Break (with approval). Combining rest breaks can only be approved and used for health and wellness activities. 	<ul style="list-style-type: none"> <input type="checkbox"/> Do some deep breathing. <input type="checkbox"/> Hungry? Make a healthy brain-boosting snack to nibble on. <input type="checkbox"/> Pick a project that's on your plate and do a quick brainstorming session. Find room to spread out, grab some sticky notes or a dry erase board and marker, and let your brain get to business. <input type="checkbox"/> Spread some cheer at home or in the office by delivering something thoughtful to someone. (This can be as simple as a handwritten note or a healthy treat.) <input type="checkbox"/> Take time to clean your desk or office drawers. Clear out old items (like pens that don't work) and anything else you don't need for work. <input type="checkbox"/> Watch (or listen) to a funny video or podcast that makes you laugh. 	<ul style="list-style-type: none"> <input type="checkbox"/> Sit back and daydream for a few minutes. Don't focus on what you haven't accomplished or what you might have to do to get there—just allow your mind to wander. <input type="checkbox"/> Do nothing for two minutes. It forces you to sit, relax and gaze at a beautiful photo to clear your head. (It's okay if you have to start all over!) <input type="checkbox"/> Get lost in a good book. It'll feel good not to stare at a computer screen, and a great book can be inspiring. <input type="checkbox"/> Listen to some music that you find calming. <input type="checkbox"/> Read some inspiring stories or quotes to get you motivated. <input type="checkbox"/> Meditate for 15 minutes.



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