Six Self-Care Tips for a More Balanced Working Day

Design a personalised self-care routine for a well-balanced workday

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By Matt Liggins
Head of Wellbeing for Health Shield

We all want to have the best working day possible. To be productive, efficient and make the most of our time in the workplace – but we also need to prioritise ourselves and take care of our wellbeing. Here are six tips that you can use to look after your own wellbeing during the working day.

In today's fast-paced world, it's easy to get caught up in the daily grind and forget to take care of ourselves. Practising good self-care habits is essential for maintaining more balanced mental and physical health, especially during the working day. That's why we've put together this list of six self-care tips to help you make the most of your workday and feel at your best.

1 Create a Mindful Morning Routine

Instead of hitting snooze and rushing through your morning, take some time to set a positive tone for your day with a mindful morning routine. This can include:

- Practising deep breathing or meditation for 5-10 minutes
- Setting an intention or goal for the day
- Writing down three things you're grateful for
- Stretching or doing light exercises to wake up your body

Creating a mindful morning routine can help you feel more grounded, focused, and ready to tackle the challenges of the day.

2 Incorporate Microbreaks Throughout Your Day

While taking regular breaks is essential for maintaining productivity, it's also crucial for your overall wellbeing. Microbreaks are short, frequent breaks that can be easily incorporated into your workday. Some ideas for microbreaks include:

- Standing up and stretching every hour
- Taking a short walk around the office or outside
- Doing a quick mindfulness exercise, such as focusing on your breath for a minute
- Engaging in a brief, non-work-related conversation with a co-worker

Microbreaks not only give your mind a break from work but also help to reduce stress and increase focus.

3 Prioritise a Nutritious Lunch

It's tempting to grab something quick and easy for lunch, but making the effort to eat a nutritious meal can significantly impact your energy levels and focus for the rest of the day.

Some tips for a healthy lunch include:

- Opting for whole grains, lean proteins, and plenty of vegetables
- Avoiding heavy or greasy meals that can make you feel sluggish
- Packing your lunch the night before to save time and ensure you have a healthy meal ready to go
- Trying new recipes or meal prep ideas to keep things interesting

Remember that proper nutrition is essential for maintaining physical and mental wellbeing throughout the working day.

4 Establish Boundaries with Technology

In the digital age, it's easy to become overwhelmed by constant notifications and messages. Establishing boundaries with technology can help you maintain focus and reduce stress. Some ways to create healthy boundaries include:

- Turning off non-essential notifications during work hours
- Scheduling specific times to check emails and messages, rather than responding immediately
- Setting aside dedicated tech-free periods throughout the day to focus on work or take a break
- Utilising apps or tools that help to minimise distractions

By being more intentional with your technology use, you can create a healthier balance between work and personal life.

5 Practise Mindful Listening

One way to improve your wellbeing at work is to practise mindful listening during meetings or conversations with colleagues. This involves:

- Giving the speaker your full attention and avoiding distractions
- Listening without judgement or forming opinions
- Acknowledging the speaker's feelings or emotions
- Asking clarifying questions to ensure understanding

Mindful listening not only improves communication and relationships but also helps to reduce stress and increase empathy in the workplace.

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6 End Your Day with a Wind-down Routine

Just as a mindful morning routine can set a positive tone for your day, a wind-down routine can help you transition from work mode to relaxation mode. Some ideas for a wind-down routine include:

- Doing a quick recap of your day, noting any accomplishments or lessons learned
- Creating a to-do list for the next day to help clear your mind
- Engaging in a relaxing activity, such as reading, journaling, or practising gentle stretches
- Disconnecting from technology at least an hour before bedtime

A wind-down routine can help you let go of work-related stress and prepare for a good night's sleep, ensuring you're refreshed and ready for the next day.

By incorporating these six self-care tips into your working day, you can improve your overall wellbeing and create a healthier, happier work-life. Remember that self-care is not a luxury but rather an essential component of maintaining mental and physical health, especially in the context of our busy lives. Give yourself permission to prioritise your wellbeing, and you'll reap the benefits in both your personal and professional life.

Don't forget about your *my*wellness benefits

Your health cash plan includes a range of wellbeing services which you can access online at **members.healthshield.co.uk**

Self-Care Worksheet

My self-care action plan for a better working day

Ways I can create a mindful morning

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Ways I can take microbreaks through the day

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Ideas for having a nutritious lunch

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Ways I can maintain focus and limit distractions

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Ways I can wind down and relive stress

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