# 5 Strategies for Mental Well-Being

## 1. Protect Your Time by Setting Clear Boundaries

- Establish clear start and end times for your workday.
- Use designated "focus time" to minimize disruptions.
- Say "no" when necessary, as overcommitting can diminish quality and energy.

*Tip:* After work hours, use automatic replies or schedule breaks between meetings.

## 2. Use Microbreaks Throughout the Day

- Take 2–5 minute breaks each hour.
- Stretch, look out the window, breathe deeply, or take a short walk.

*Why it works:* These breaks reduce cognitive fatigue and can increase focus.

## 3. Normalize Seeking Help

- Engage in therapy, coaching, or support groups to manage stress effectively.
- Utilize confidential services like Employee Assistance Programs (EAPs).

*Reframe:* Seeking help is a strength, not a weakness.

## 4. Practice "Mental Hygiene" Like Physical Hygiene

- Sleep: Aim for 7–9 hours per night.
- Nutrition and hydration: Support brain function.
- Digital limits: Avoid excessive browsing or checking work emails in bed.

*Daily practice:* Limit screen time before bed and use phone apps for relaxation.

## 5. Foster a Culture of Care

- Look after your colleagues beyond work-related matters.
- Model vulnerability appropriately: "This week has been tough for me too."
- Share helpful resources with your team.

*Remember:* Even small gestures can create psychological safety.