

# Daily Habits for Mental Health at Work

This guide outlines simple, daily habits employees can adopt to protect and nurture their mental health in the workplace. From morning routines to end-of-day practices, these strategies help create boundaries, manage stress, and maintain wellbeing throughout the workday.



# Morning Routines and Transitions

## Intentional Commute

Transform commute into mental preparation time using podcasts or quiet reflection. Remote workers can create a "fake commute" with a short walk before and after work hours. Use arrival as a mindful transition rather than rushing straight to tasks.

## Work Boundary Setting

Begin each day by identifying 1-3 essential priorities before checking email. Create realistic to-do lists with buffer time. Set calendar boundaries for focused work and communicate availability clearly to colleagues.

# Regular Movement Breaks



## **50/10 Rule**

50 minutes of work followed by a 10-minute movement break



## **Daily Walk**

Take one 15-minute outdoor walk daily, even in poor weather



## **Desk Stretches**

Target shoulders, neck, and lower back every 1-2 hours

# Mindful Task Transitions

**1**

## **Breathing Breaks**

Take 60-second breathing breaks between significant tasks or meetings to reset your mental state.

**2**

## **Physical Cues**

Use a physical action like drinking water or a quick stretch to mark transitions between different work activities.

**3**

## **Closing Rituals**

Practice completion rituals for finished projects and briefly celebrate small wins before moving to new challenges.

These practices help create mental separation between tasks, reducing cognitive overload and improving focus throughout the workday.



# Communication Boundaries

## Email Management

Schedule specific times to check email rather than constant monitoring throughout the day.

## Focus Protection

Use "do not disturb" settings during deep work periods to minimize interruptions.

## Response Expectations

Normalize delayed responses rather than immediate replies to every message.

# Microbreaks for Mental Reset



## **20-20-20 Rule**

Every 20 minutes, look at something 20 feet away for 20 seconds to reduce eye strain.



## **Nature Connection**

Keep a small plant nearby for brief moments of nature connection during the workday.



## **Breathing Reset**

Take three deep breaths before entering meetings or beginning challenging work.

These quick mental resets help maintain focus and reduce stress accumulation throughout the day.

# End-of-Day Practices

## Shutdown Routine

- Tidy workspace and close applications
- Write tomorrow's priorities
- Send final updates to teammates
- Physically put away work materials
- Use a specific phrase to signal work's end

## Digital Boundaries

- Set firm cut-off times for work communications
- Separate work and personal devices when possible
- Create tech-free zones at home
- Enable screen time limits and night modes

# Ongoing Wellbeing Practices

## Regular Check-Ins

Use a 1-10 scale to assess mental state throughout the day and track patterns to identify workplace triggers.



## Relationship Building

Engage in meaningful connections with colleagues and build a support network for challenging days.

## Stress Management

Practice techniques like "box breathing" and keep a "stress toolkit" nearby for tense moments.

Maintaining mental health requires consistent attention and practice. These ongoing habits help build resilience and prevent burnout in the workplace.