Daily Habits for Mental Health at Work

RYTT SOLUTIONS
WORKPLACE MENTAL HEALTH

START OF DAY & TRANSITIONS

Arrive calm and focused, and set work boundaries

- Transform your commute into mental prep time using podcasts or quiet reflection
- Identify 1-3 priorities before checking email
- Block off time for focused work

REGULAR MOVEMENT BREAKS

Help reuce stiffness, and improve productivity and alertness,

- 60/5- 5 minutes of movement after every 60 minutes of work
- Take 1-2 minute stretch breaks and check posture throughout the day
- Take a break outside, when possible
- Have walking meetings (virtual or in-person) to prevent long-periods of sitting

MINDFUL TASK TRANSITIONS

Reduce cognitive overload and improve focus

- Take brief breath breaks when feeling overwhelmed or before or in between meetings - consider box breathing
- Use a stretch, a deep breath, or a sip of water to move between big tasks
- Celebrate small wins, like completing a project or overcoming a hurdle

COMMUNICATION BOUNDARIES

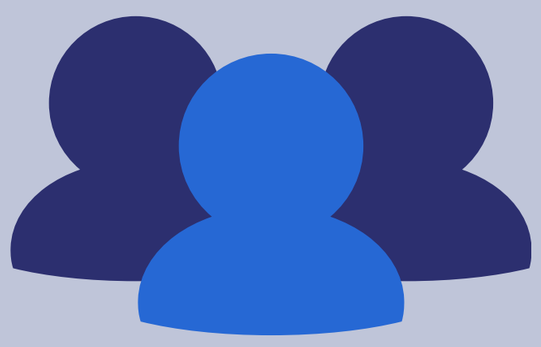
Improve work-life balance and time management

- Batch-check emails vs. constant monitoring
- Use “do not disturb” settings for uninterrupted deep work
- Set expectations for response times reducing pressure to reply immediately

ONGOING WELLBEING PRACTICES

Help build resilience and prevent burnout

- Use a 1-10 scale to assess mental state to track patterns and identify workplace triggers
- Build connections at work to create a support network for challenging days
- Keep a small plant nearby for a nature connection



END OF DAY PRACTICES

Help shift your mind to personal time

- Tidy workspace
- Write tomorrow’s priorities
- Do a digital “shut down”
- Set cut-off times for work communication
- If remote, have a “virtual” commute to signal end of work day

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