**CREATE A ROUTINE TO EASE ANXIETY AND BE PRODUCTIVE**

Creating a balance between work and life is so important to maintaining positive mental health. Make a routine schedule everyday to accomplish work goals and family time. Although everyone is different, here is a recommended schedule to follow. Feel free to add more times/activities in the spaces below, rearrange, or adjust accordingly to fit your lifestyle.

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| **TIME** | **ACTIVITY** |
| 6:30AM | Wake up, stretch, prepare for day |
| 7:30AM | Have breakfast and connect with your family |
| 8:00AM | Work – a break every hour |
| 12:00NOON | Take a lunch break |
| 5:00PM | Finish your work day |
| 6:00PM | Have dinner and enjoy time with family |
| 7:00PM | Enjoy an activity to relax and ease your mind |
| 9:00PM | Go to bed and get plenty of rest |
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**REMINDERS!**

* Don’t eat lunch at your desk. Use this time to take a deserved break.
* Separate your work space from comfort space. Doing work from a couch or bed will not keep you focused.
* Stay hydrated.
* Clean off and sanitize your work area.
* When the workday is finished, stop! Don’t work 24/7.
* Be positive!