**SCHEDULE “ME TIME”** - Create a plan to spend some time on yourself. Start by using your calendar (on your phone, computer, Outlook, or hardcopy) to block off 30 minutes each day. Once you have a time in mind, select a few activities from the “Ideas” column on the Refresh From Stress (RFS) 2019 Calendar that you plan to complete each week. Remember – this year, you can choose any of the activities you like or create your own. After selecting your activities, you can use the RFS 2019 calendar to write them in on your chosen days! Not sure where to start? Check out this article on scheduling time for yourself: https://www.realsimple.com/work-life/life-strategies/time-management/step-back-second

- **LIST REASONS TO REFRESH**: Take 10 minutes to reflect on what self-care means to you. Consider the reasons why you are participating in Refresh From Stress. Are you hoping for increased self-awareness, confidence or calmness? More energy, motivation, resilience or gratitude? Improved work performance? Healthier personal or professional relationships? Enhanced emotional or physical health? Better coping skills? After thinking through your personal goals, make a list of 2-3 reasons to refresh. You can refer back to this list throughout the month and write your Refresh From Stress goal in your Healthy Emory Connect profile (no one will see this goal except for you).

- **SLEEP AT LEAST 7 HOURS**: Use the sleep guide in Healthy Emory Connect (ensure you are first logged in to HEC to access link) to help you set your personal sleep goals and monitor your progress. (Earn 1,000 pts). Want to learn more about healthy sleep habits? Watch the webinar, or read the article, 9 Reasons to Sleep More, Sleeping for Optimal Health, or read the article, 9 Reasons to Sleep More.

- **STOP & STRETCH**: Taking brief time for physical activity throughout the day can help when both your mind and body need a break! Stop what you are doing for 5 minutes and take a stretch break. Use the video below to shake it all out and improve your focus for when you get back to work! Take 5 for Wellness Stretch Break. You can also use the Healthy Habit Challenge “Minutes of Stretching” to record your activity.

- **EAT A HEALTHY MEAL/SNACK**: Hungry? Eat a healthy meal! Good nutrition is a recipe for lower stress and a healthy mood. Learn about all of the tools and resources in Health Emory Connect to help improve your eating (ensure you are first logged in to HEC to access link). Earn points for activities including adding a Zipongo recipe to your grocery list (50pts), tracking your daily nutrition (50 pts), or completing your nutrition guide (1,000 pts).
**DECLUTTER:** Recycle, toss, or donate 3 belongings from your office or home. De-cluttering can help you simplify your life, feel more relaxed, and save valuable time. It is usually most effective to “start small,” a few minutes or a few things at a time. If you donate items to a charity or cause that is important to you, OR recycle them, you can also enjoy the satisfaction of “giving back” to the community or environment. If you need help with where to start, seek a buddy who has been successful with de-cluttering. Learn more about why and how to declutter.

**INCREASE PHYSICAL ACTIVITY:** Participate in at least 10 more minutes of physical activity today than originally planned. Some suggestions: Use stairs instead of an elevator, park your car further away to increase steps, take short walking breaks throughout the workday, ride a bike or take a yoga class, turn up the music and dance! *Want to get more activity in your day on a regular basis? Use Healthy Emory Connect to set a step goal or challenge your friends to a Weekday Step-Off or Weekend Rumble* (under challenges).

**PAUSE FOR PLAY TIME:** Looking for a way to mentally decompress? Can you remember the last time you actually played? Take some time to “pause for play time” today!! Studies and research show that play reduces stress hormones, lowers your risk of developing age-related diseases, increases productivity levels at work, and facilitates happiness, just to name a few. I’m sure you’re wondering what play time looks like for an adult, right? Think of playtime as more of a mental approach. Whatever you choose, whether that be coloring, drawing, board games, taking part in a team sport, or joining a cooking class...have fun with it! Approach whatever you choose with a playful mindset to get this instant mental health boost!