Kinder Work Life Practices for Self-Care: Setting Boundaries

Practicing kindness to yourself is essential before practicing kindness to others. Your well-being impacts your ability to thrive in your work environment and affects those around you. Everyone benefits when you prioritize well-being. Be intentional and proactive in caring for yourself and setting boundaries to bolster your well-being. As, our Optum EAP counselor, advises, it's OK to say "no" to things — if you say "yes" to everything you are saying "no" to yourself.

What Does the Research Show Us?

- How to Take Better Breaks at Work, According to Research
- The Key To Workplace Productivity Isn't Late Nights—It's Lunch
- The Importance of Self-Care for Productivity in an Office Environment
- How To Set Boundaries At Work Without Jeopardizing Your Career

Ways to Practice Self-Care at Work:

- Take your Vacation Days!
- Take a lunch break to boost energy, focus, and creativity. Add it to your calendar to help you commit to taking a break.
- Use the Focus Time feature in Google Calendar to block out distraction-free time for focused work
- Take mini-breaks throughout the day—even a few minutes to stretch, get water or snack, or chat with a colleague can be beneficial
- Incorporate physical, spiritual, and mental health and familiarize yourself with the resources that can support you in these areas (e.g., NYU Global Spiritual Life, Employee Assistance Program, Faculty & Employee Discounts)
- Use your sick and personal days to rest and recharge
- Offer yourself grace when you are overwhelmed: release guilt, be patient, and speak kindly to yourself
- Create a comfortable and ergonomic workspace + add plants!
- Practice gratitude towards yourself
- Support colleagues in prioritizing their health and wellbeing—encourage them to take a break, go for a walk, eat lunch, etc.
- Establish formal backups for when you are on vacation or leave so that your work isn't hanging over you during your break