



magazine

Issue 8



BALANCE

# roadmap<sup>+</sup>



Get things done, achieve your goals  
& live a more satisfying life

## MAGAZINE

Quarterly digital magazine

Online exclusive content



## SUITE

Coming soon



# CONTENTS

## B A L A N C E

7 The Work/Life Balance Reality • Productivity

13 Finding Time • Organize

15 Mindfulness & Meditation: What & Why • Fitness

19 Essentials: Giving Back Special • Extras

27 Productive Vacations • Workspace

33 Work/Life Balance in Practice • Career

35 Self-Care for Students • Study

6 Letter from the Team

37 Inspiration Gallery • Extras

40 10-Minute Breaks • Productivity

41 Resources • Extras

43 From the Website • Extras

## P L U S

All enquiries to:  
team@roadmapplus.com

Disclaimer:  
Information and techniques discussed in this magazine and in our products and services should be followed at your discretion and with some commonsense. Roadmap+ (“RoadmapPlus”) does not guarantee success and offers no warranty for following any information or technique published in this magazine.

Information and techniques are shared with the world at large and individualised advice is not implied nor possible. The magazine is published on the basis that persons accessing it accept responsibility for assessing its accuracy, suitability and applicability, and that they rely on it entirely at their own risk.

Following a link from this magazine to any third-party website is done at your own risk. The third-party website is a separate entity whose content, security and terms we are not responsible for.

RoadmapPlus cannot provide that the content of this magazine is accessible, appropriate or lawful in other jurisdictions. Your use of this magazine and compliance with your local laws are your responsibility.

The terms are governed by the laws of New South Wales, Australia, and all parties submit to the exclusive jurisdiction of the courts of New South Wales.

Privacy:  
RoadmapPlus does not use your personally identifiable information for any purpose other than in communications with you. We will not share, distribute or sell data you have supplied to us.

## Credits

All photos and logos featured in this issue's Essentials: Giving Back article remain the property of their respective owners and must not be copied or distributed without their permission.

The Orangutan Project logo and images are the property of The Orangutan Project, used with permission.

Red Cross images are the property of the Australian Red Cross, used with permission.

World Vision image and 40 Hour Famine are the property of World Vision, used with permission.

Amnesty International images are the property of Amnesty International, used with permission.

Sea Shepherd logo and image are the property of Sea Shepherd Australia, used with permission.

Greenpeace logo is the property of Stichting Greenpeace Council, used with permission. Logo restrictions information.

Thanks to Omar Waraich at Amnesty International, Asia; Katie Isaac at Australian Red Cross; Troy Kenah at The Orangutan Project, Australia; Charmaine Waduge at World Vision; Adam Burling at Sea Shepherd; Sudhanshu Malhotra at Greenpeace.

All articles written by the RoadmapPlus team.

All other content, including text, photos and images (with the exception of the social media icons on page three, namely, Instagram, Facebook and Google), created and owned by RoadmapPlus.

Linked articles, reports and other sources on third-party websites are not affiliated in any way with RoadmapPlus.

## VISIT US ONLINE

Past issues, productivity downloads and  
online exclusive content at

[www.roadmapplus.com/magazine](http://www.roadmapplus.com/magazine)

[Sign-up to the newsletter](#)

# LETTER FROM THE TEAM MARCH 2017

The Balance issue has been a long time coming. The very reason we started Roadmap+ was because each of us had our own imbalance struggle, over-studying and working, but under-living. The latter almost always took a backseat. Although getting things done and achieving what we want in life is a good thing, the impact can be catastrophic. Not only does an imbalance of activities impact our mood and stress levels, it impacts our health in the short and long-terms, with heart disease at the top of the risks list.

Fortunately, when work/life balance is out of whack, there are a number of things you can do, which is what we've tried to condense into this issue. And because it's such an important topic, particularly for our readers, over the next three months we'll publish more ways to find balance in your life on our website. So if you'd like to share your story, please feel free to drop us a line at team@roadmapplus.com.

Stay productive so there's more time for life,  
the Roadmap+ Team



## The WORK/LIFE BALANCE REALITY

Work/life balance is a goal of most in the developed world. Decades of research has shown an imbalance that tips too much in the direction of work can impact our health and reported levels of life satisfaction.

The OECD's annual Better Life Index looks at 11 different areas that contribute to a good life, including work/life balance. Specifically, it measures hours spent on work, leisure and personal care.

Norway currently tops the Better Life Index overall and comes fifth in work/life balance. Denmark is third overall and second for work/life balance. In 2016, The Netherlands knocked Denmark from its

post and came first in the work/life balance category. What are these countries doing right?

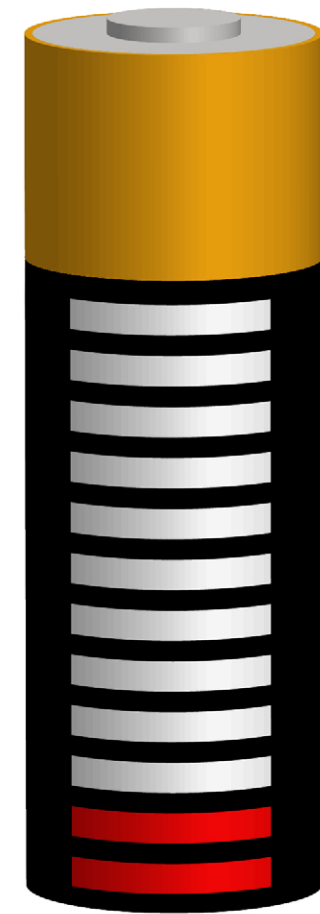
For a start, under 2 percent of their workforce put in 50 hours or more per week. Likely as a result, they also have more time for leisure and self-care, significantly over the OECD average. Somewhat unsurprisingly, they also rank high in the top 10 for life satisfaction.

But is this a new development or one that's inherent to their culture? The concept of 'gezellig' (Dutch), 'hygge' (Danish) or 'koselig' (Norwegian) permeates all areas of life in these countries. An untranslatable-to-English word, it covers coziness, a relaxing

atmosphere, good company and good living. In The Netherlands it's apparent when you shop but aren't bothered by a pushy sales assistant, when sitting in a cafe with one coffee as long as you like, how things get done but everyone leaves work on time - it's an efficient but laidback approach to work and life in general. But does it spell doom for those of us without a laidback buzz word?

While we don't have a definitive answer, many governments attempt to alleviate the imbalance issue by regulating work hours, overtime and paid leave. At the organization level, companies appease staff with flexible work arrangements, job sharing and other benefits. What tends to happen in reality

# REGULATION AND FLEXIBLE ARRANGEMENTS DON'T GET US OUT THE DOOR ON TIME



is unenforced labor laws and arrangements that tend to increase workload by connecting employees to their work twenty-four seven. Returning to Norway, Denmark and The Netherlands, however, we don't find groundbreaking labor laws (standard hours are 37-40 per week) nor excessively generous paid leave in comparison to other OECD countries, unless we're talking about the United States.

The Greens party in Australia recently proposed a discussion on cutting the official work week from five to four days for the sake of balance and increasing part-time work opportunities. The questions such a policy immediately raises are, of course, would it require a pay cut, who can afford

one or will the government subsidize the decreased workload?

The line between full-time and part-time work is thin. Often we're either earning a full-time salary for anything up to extremely long work weeks, or it's a part-time wage and restricted hours where one struggles to make ends meet. In many cases, a part-time job is not the only job, which again leads to an imbalance of priorities and time distribution.

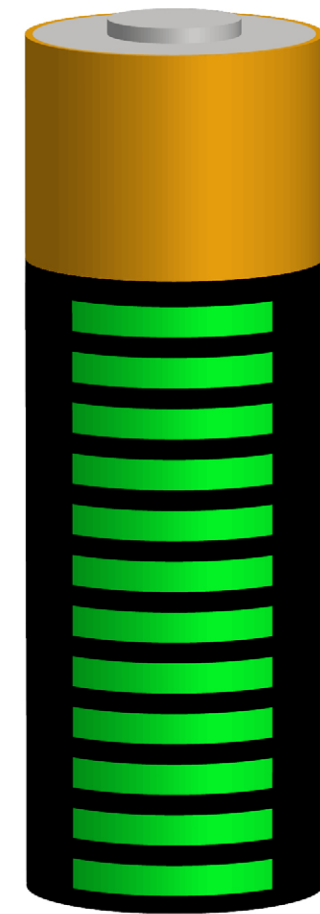
The Better Life Index also considers time for leisure and self-care when assessing work/life balance. The average across OECD countries in 2016 was around 15 hours per week or 62.5 percent of each day. The

measure includes sleep time. Both Denmark and The Netherlands were above the average at 15.9 hours per week, while Norway reported 15.6. Compared to the United Kingdom (14.9), the United States (14.5), Australia and Canada (both 14.4), the problem may in fact be a life without gezellig? Do workers in countries that top work/life balance just have a culturally ingrained sense of working to live or maybe it's the sufficient safety net their respective state affords them that puts their minds at ease when they walk out the door at five?

For the rest of us, regulation and flexible arrangements don't seem to be enough to get us out the door on time. So what choices do we have if we



# IN THE NETHERLANDS...THINGS GET DONE BUT EVERYONE LEAVES WORK ON TIME



have become conditioned to overvaluing face time or fear retribution for wanting a personal life? Reshuffle.

Reshuffling our work day is a start, not the answer. Getting up earlier, using the morning to do things you enjoy but are too tired for after work, and starting and finishing work earlier are some quick fixes that add hours to each week.

Take short breaks throughout the day to meditate or take walks with a colleague who takes regular cigarette breaks - to be clear, the smoking colleague is for a break opportunity, not the nicotine. Use up vacation entitlements and watch your productivity spike before and after.

Neglecting our mental and physical health could eventually lead to time off work without pay, serious health problems and a very *unsatisfying* life. Even if you love your job and have a successful career, time away from work improves clarity, sparks new ideas, improves relationships in other parts of your life and gives you a greater sense of well-being.

A final thought on the 2016 Better Life Index relates to the number of us in OECD countries who are working 50 or more hours per week. The average is actually quite low, at just 13 percent. Compare this number to anecdotal evidence that we're all working far too much and there's a clear disconnect. Are we just tired? Are we lacking quality time and confusing

distractions, our obsession with social media or our addiction to streaming and on-demand media with being busy and overworked? If that's the case, the answer may simply be that we need to learn to focus and work efficiently. And a little gezellig couldn't hurt. ■



Balance is about working to live, not living to work. Oftentimes we complain about having no time but are too exhausted to do much else at the end of the day. Yet, by Sunday, we haven't really done anything except work or study and a whole lot of forgettable time-wasting stuff in between. The time is there, we only need to harness it.

# FINDING TIME

1. First and foremost, schedule sleep hours and stick to them. Eventually, a consistent sleep pattern will give you more control of your available hours.
2. Create a morning routine where you spend up to 60 minutes on each task or hobby you otherwise neglect. The world is quiet enough to ensure it remains a sacred time just for you and whatever it is you want to do.
3. Make the most of breaks. From short breaks to lunch breaks, you could take photos, go to the gym or pamper yourself at a spa.
4. Take the bus or train. Public transport is not only good for the environment, it frees you up to read, take a MOOC, write, draw, or zone out to music and watch the world as a music video.
5. Schedule focus-enhancing activities, such as morning tai chi or yoga classes. If that bores you, martial arts have the same effect of keeping your mind in the moment and you burn calories to boot.
6. A 2016 German study found full-time students who worked up to 15 hours per week were less stressed than those who only studied. Although no clear reason was established, our own experiences lead us to believe it's the distribution of stress and responsibilities over multiple important activities. The perceived anxiety generated from the one major activity in life eases when you have another big thing. We've seen the more you do, the more you end up doing. And by more, we mean more for *you*, not more for your employer or university.
7. Practice self-care daily. Looking after yourself can boost self-esteem and feelings of being ready for anything or ready for bed.
8. Avoid distractions to ensure you get work and study done in optimal time. Distractions add switch cost, affect quality and eat into time you could use toward more constructive pursuits. ■



# Mindfulness & Meditation

what & why







**M**indfulness is an often misunderstood concept, but also one that's difficult to define. In recent years, the term has been abused by health food producers and wellness gimmicks, when all it refers to is, as Kabat-Zinn puts it, having 'present moment awareness'. And that's where the challenge lies.

Adding to the confusion is meditation and whether or not the two are one and the same - they are not. The practice of meditation is said to help you be mindful at any time of day, which some claim to be a state we should aspire to be in permanently.

So if meditation leads to mindfulness, how does one get started? Its detractors, including those of Western religions, mistakenly generalize meditation as an Eastern belief in conflict with their own. Indeed, there are Buddhist meditation classes everywhere, but there are secular institutions and teachers equally in abundance. To begin with, there's Headspace, a website and app that offers a few free sit-along recordings to kick off your journey.

In most cases, meditation in simplified terms will involve sitting upright, monitoring your breathing and resisting racing thoughts. There are also lying down, standing and walking techniques to help you stay present by focusing on a motion, body part or similar. Unless you intentionally join, say, a Hindu or Tibetan Buddhist class, you won't be expected to om or so-hum.

The practice of meditation helps one effectively employ mindfulness throughout the day. That is, being in a present state or out of a 'dream state', as Kabat-Zinn describes it. It's normal for humans to constantly ponder the past and future, but with that comes longing, regret or worry. When one is mindful, they look outward into the moment, seeing the now for now, without judgment or unwanted feelings. Like we said, it's a concept that's hard to define.

The practice of meditation and mindfulness has been found to relax and calm the mind, reduce anxiety and depression, improve cognitive function, and a 2011 study (Hoelzel et al.) found changes in the brain's grey matter in regions of learning, memory and emotional regulation. Some studies (e.g. Zeidan et al. 2011) suggest both meditation and mindfulness could assist in pain management. While a nine-year study published in 2009 by the Medical College of Wisconsin, found participants who meditated for 20 minutes twice a day showed almost 50 percent lower instances of heart-related disease compared to those who didn't meditate.

Meditation and mindfulness clearly have a powerful effect on the body that goes beyond temporarily coping with daily stress triggers, but the benefits don't come overnight. To reap the most benefits, regular long-term practice is necessary, so there's no reason not to start today. ■



# GIVING BACK

When you're struggling to find balance in your life, one of the most rewarding things you can do is give back. When you feel strongly about a cause and you know how your contribution will assist, the feel-good benefit is said to be even greater.

Needless to say, helping a cause you believe in, whether it's conservation and the environment or human relief initiatives, is a reward in itself and is something that we should all strive to do as much as we're able. And as if that's not enough, volunteerism and philanthropy is said to decrease feelings of isolation, reduce stress and blood pressure, improve sleep, and it even activates the brain's reward system.

In the spirit of finding balance, we've put our regular Essentials feature aside to introduce some of our favorite organizations doing their bit to make the world a better place.

## THE ORANGUTAN PROJECT



The Orangutan Project (TOP) was formed with a key mission: to ensure endangered wild orangutan species would be protected against extinction and continue to live in secure populations for generations to come. The primary reason orangutans are being driven to extinction is loss of habitat.

TOP's strategy is holistic: Acquire land. Protect land. Rescue, rehabilitate and release orangutans. Educate and offer legal support to locals.

Orangutans need your help now. The most effective way to save orangutans with TOP is to become a crowd-fundraiser or make a monthly donation.

[www.orangutan.org.au](http://www.orangutan.org.au) / US / EU



The destruction of orangutan habitat for palm oil.



# RED CROSS



Kiribati aid

At Red Cross we're building a better society based on people helping people. We save lives and support people before, during and after disasters strike. We work to alleviate suffering during wars and conflict and promote the laws of war. And we work to assist our most vulnerable community members - no matter their circumstances. We can do all of this with the help of our supporters. From our donors, to our members and volunteers, we work together to help change lives for the better.

When you join Red Cross you become part of the world's largest humanitarian organization. We have a diverse range of volunteer roles on offer that allow you to use your skills to help others and can also give you new skills in the process. Being part of Red Cross is a way to meet with like-minded people, get training in areas that interest you and develop yourself both personally and professionally. For more information visit

[www.redcross.org.au](http://www.redcross.org.au) / US / EU

# WORLD VISION

## 40 hour famine



Syrian refugees

In 2017, 40 Hour Famine will be supporting the biggest humanitarian crisis of our time – the refugee and displaced persons crisis. Globally, more than 32.5 million children have been forced to flee their homes due to conflict.

This year's participants will commit to living out of their backpacks for 40 hours to raise funds for refugee and displaced children. This experience will help them understand what it's like for these children to leave everything behind, even if just for a weekend. Students who take up the 40 Hour Famine Backpack Challenge will pack the essentials – food, water, warm clothes; whatever they'll need to get through the 40 hours.

The funds raised will help provide food, water, blankets, tarps, temporary shelter and safe spaces for some of the world's most vulnerable children and support World Vision projects in two different areas heavily affected by the crisis – Syria and East Africa.

[www.40hourfamine.com.au](http://www.40hourfamine.com.au) / US / Elsewhere



# AMNESTY INTERNATIONAL

## THE WORLD'S TOP 10 REFUGEE HOST COUNTRIES



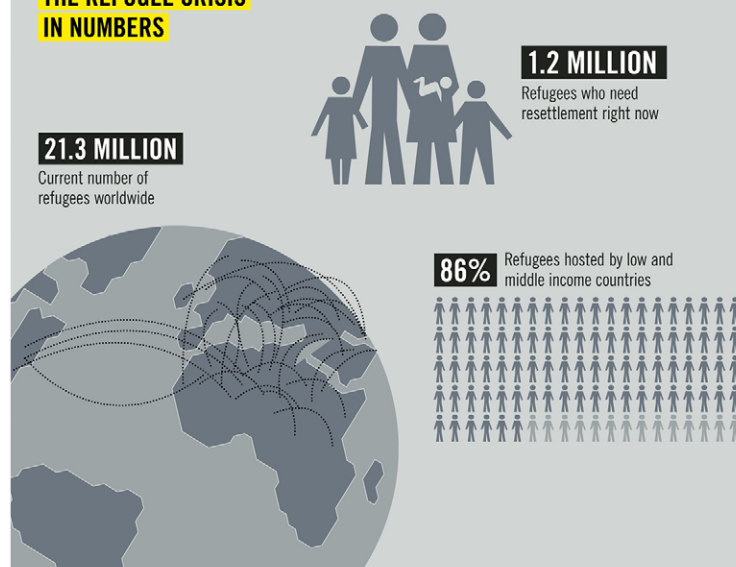
Amnesty International is a global movement of more than seven million people who campaign for a world where human rights are enjoyed by all.

Our vision is for every person to enjoy all the rights enshrined in the Universal Declaration of Human Rights and other international human rights standards.

We are independent of any government, political ideology, economic interest or religion and are funded mainly by our membership and public donations.

[www.amnesty.org](http://www.amnesty.org)

## THE REFUGEE CRISIS IN NUMBERS



# SEA SHEPHERD



Sea Shepherd Australia is a non-profit conservation organization whose mission is to end the destruction of habitat and slaughter of wildlife in the world's oceans in order to conserve and protect ecosystems and species.

Sea Shepherd Australia uses innovative direct-action tactics to investigate, document and take action when necessary to expose and confront illegal activities on the high seas. By safeguarding the biodiversity of our delicately balanced oceanic ecosystems, Sea Shepherd Australia works to ensure their survival for future generations.

[www.seashepherd.org.au](http://www.seashepherd.org.au)



# GREENPEACE

The Greenpeace logo, featuring the word "GREENPEACE" in a bold, white, stylized font with a slightly distressed or hand-painted appearance, set against a solid green rectangular background.

*Trademark of Stichting Greenpeace Council*

The story that Greenpeace tells is that a better world is possible, and that brave individual and collective action can make that world a reality. We believe optimism is a form of courage. We believe that a billion acts of courage can spark a brighter tomorrow.

A green and peaceful future is our quest. The heroes of our story are all of us who believe that better world is not only within reach, but being built today. The old stories are failing us – the stories of infinite growth in a finite world. The stories that tell us we can consume our way to happiness.

The world needs a new story – a story in which humanity overcomes seemingly impossible odds to not only survive, but to thrive. A story in which healthy, abundant oceans and forests heal a world powered by the natural forces that have powered life on Earth for billions of years. A world fed on a delicious bounty of life-giving food and pure water. A story in which the vast and powerful engine of human ingenuity is redirected toward building a more beautiful future for all.

Be a part of that story.

[www.greenpeace.org](http://www.greenpeace.org)

# GIVE BACK TO YOUR COMMUNITY

So you want to do something but aren't in a position to donate money or volunteer abroad? Every dollar counts, so even if it's only a small amount, it all adds up! But if you also want to see the impact first hand, there are dozens of good causes that need volunteers in various positions and varying regularity. Here are some ideas of where you could help locally:

- join environmental clean up groups
- assist refugees with language, resume writing, finding their way around
- tutor, mentor or coach disadvantaged youth
- help out at a pound
- foster (temporarily adopt) shelter animals
- train and become a wildlife carer
- street fundraise
- place a fundraising box at work on your desk or in the kitchen
- volunteer at a food bank, soup kitchen or food pantry
- offer your skills or services at a repair cafe
- assist elderly or disabled groups on excursions
- offer your car or driving service to elderly or disabled organizations
- provide company, languages or musical ability to an aged care home
- all-round office work is needed by most organizations, so just ask!





# PRODUCTIVE VACATIONS





Too often we give up our entitled leave for the sake of the company, the team and the security of our jobs. Our unfounded fears result in lowered productivity, compromised well-being and stymied creativity.

Believe it or not, paid vacation is a human right. Article 24 of the United Nations' Declaration of Human Rights spells it out clearly along with reasonable work hours. Surely it was through careful consideration that it was added to the Declaration, so why aren't we doing it and why should we?

## PAID VACATION IS A HUMAN RIGHT

In a study by Project:Time Off cited by the Harvard Business Review in 2015, the myth of job insecurity was debunked. In fact, going on vacation was found to increase one's chances of being promoted or receiving a raise by 6.5 percent.

A Nielsen study reported 71 percent of vacationers felt satisfied with their job, compared to only 46 percent of people who didn't vacation. In the same study,

56 percent of vacationers felt healthy, compared to just 28 percent of those who never went on vacation.

These positive effects are mostly consistent across various studies that look at the impact of taking vacations. Reporting higher life satisfaction is closely linked to overall well-being, according to the OECD. This becomes more evident when considering the impact vacations have on sleep, which affects heart health and ultimately our well-being and mortality.

The flow-on effect of going on vacation has been reported to occur

within a few days of being away. In an Air New Zealand commissioned NASA study, sleep quality was generally found to improve within two to three days of a vacation. This is in part due to the relaxing effect of being on vacation and sleep going hand-in-hand with relaxation and stress level. When we work continuously for long periods, we never get a chance to fully relax and that could be damaging our health in the long-term.





## VACATIONS MAKE US HAPPIER & HEALTHIER

reduce stress-related sick leave that can leave you feeling more insecure about your job than a scheduled vacation.

Evidence that vacations lead to a longer life goes back to the mid-twentieth century, when the Framingham Heart Study conducted its first study that associated more vacations with longer and healthier lives. So if we are in fact becoming busier, shouldn't we be doing less work and more holidaying?

Productivity and creativity are often quelled by high levels of stress; vacations remove us from stressful environments we become accustomed to. With lower blood pressure and stress hormones, vacations present an opportunity to think outside the box, write, draw, create, design or creatively solve complex problems that had you stumped previously. Furthermore, travel to new destinations is said to trigger new or different brain synapses that could result in new ideas as more neural pathways are opened up.

You also return to work in a better state allowing you to exploit the benefits longer. And according to the World Health Organization, vacations also

A 2010 Dutch study by the GfK Leisure and Tourism Panel found people who had taken a vacation over the past 12 months reported being happier than those who hadn't. Surprisingly, it also found vacation length didn't increase happiness levels; neither did the number of vacations. Positive effects were found to be had mainly during the vacation itself, but the effects in other studies, such as improved sleep and cognitive ability, were found to last up to a month after a vacation.

When we're stressed, depressed, anxious or suffering in pain, nothing can be done, it's as simple as that. The evidence is there - taking vacations makes us happier and healthier. If you're in a situation where your manager or company culture doesn't support taking time off, consider a serious chat, shorter but more frequent getaways or maybe a new job. There are many more jobs in the sea, but you have just one mind and body. ■





## WORK / LIFE BALANCE IN PRACTICE

Work/life balance need not be an elusive goal, available only to employees of creative industries or progressive organizations who want to rank on the next 'great places to work' list, even if they otherwise aren't too 'great'. With more of us being granted remote access and work email set up on our phones by default, the result of always being connected is rarely flexibility, but rather unpaid and unrewarded overtime. As business continues to focus on technology and connectivity, we're individually responsible for making it work to our own advantage, while bringing the focus back to organic benefits.

It's 2017 and the work/life balance idea isn't a new one nor is it one we're moving closer to. Before the next phase of living-to-work is the expectation that we bring our toiletries and pajamas to work, try the following nine tried and tested work modifications that even the most antiquated workplace – and manager – will find hard to deny.

- 1. Start earlier, leave earlier.** The key to making this work is being visible in the earlier hours. Respond to emails and distribute your best work when no one sees you at your desk. There'll be fewer distractions, you'll feel as though you have more of the day as stores will be open for hours when you leave, save time and stress in uncomfortable rush hour commutes, and still have energy to do things in the later part of the day.
- 2. Take long lunch breaks.** Particularly if point one above isn't immediately possible, consider a two or three-hour lunch break and finish work later in the day. Use the time to walk or exercise, take a class, go home, nap, study, take up or do more of a hobby, run errands or start a side business.
- 3. Work from home.** Start with one day, build up trust and go from there. The rules and benefits of point one above apply plus always be reachable, ensure you have a quiet workspace for conference calls, and have an internet backup plan, such as a mobile broadband modem.
- 4. Be happy where you sit.** If you don't like the atmosphere, a negative colleague, you're too far from a window or maybe you'd be more effective and efficient elsewhere in the office, explain this to your manager. Recognizing what works for you and solving how you might work better always goes down well.
- 5. Propose relaxing activities to HR.** Morning, lunch and evening yoga, tai chi or meditation classes are becoming more common at many professional firms and consultancies. Check the intranet or HR, or, propose a teacher yourself. You'll save money, time and have another calming channel available to you. Alternatively, save time and money by using corporate discounts at nearby gyms or clubs.
- 6. Reduce hours or go part-time.** Obviously not a choice available to everyone, but maybe you're spending too much on luxury items, live with your parents or your partner earns significantly more. There's a risk that you won't have the option of going full-time again, but this is the optimum way of finding balance, happiness and other opportunities.
- 7. Utilize or propose lounge or quiet spaces.** When you're stressed about work or personal matters, or simply need to concentrate, use these spaces – that's what they're there for. If your organization doesn't have any, look around for the least used meeting room and flag it with HR. Having a quiet place with comfortable sofas, bean bags and/or treadmill desks can make a huge difference on a stressful day.
- 8. Negotiate money for time.** When your next remuneration discussion comes up, calculate the hours over the year that you could swap for a raise or bonus. Reshuffle work hours or days and go to art or music school, do something in the community, or just use it as free time.
- 9. Bring your pet to work.** Usually 'pet' refers exclusively to dogs, but if you do have one and the office building you're in is pet-friendly, a monthly pet day – at first – can open up your network and communication lines, reduce stress, and make your best friend very happy. ■



### SOCIALIZE & TALK

- Meet up with friends.
- Call a relative and ask how they are.
- Join an interest group or club (e.g. photography, theater, blogging).
- Only surround yourself with people who make you feel good & do whatever you can to ensure they feel the same about your company.
- Talk to your school or college counsellor or academic advisor if you need professional advice about something at home or academically.
- Volunteer and help a local cause while meeting new people and doing something good.

### DO WHAT YOU LOVE

- Play an instrument.
- Cook or bake.
- Create/build something.
- Sketch or color.
- Play a game.
- Read a book.
- Play with a pet.

### BE ACTIVE

- Walk to a new workspace (e.g. cafe, park).
- Go for a walk.
- Break a sweat for at least 30 minutes daily.
- Use an activity tracker.
- Go off the grid with friends (e.g. hiking, camping).

### JUST BE

- Observe whatever's around you or out the window for 5 minutes.
- Breathe slowly and deeply for a minute.
- Let your mind wander to spark creativity.
- Listen to your body and respond: are you tired? Hungry?

### SCHEDULE

- Follow a routine.
- Allocate enough time to daily tasks, goals and short-term projects (e.g. assignments, holidays).
- Gain more time to do important things by waking early.

### WRITE

- A list of things you're grateful for or happy about.
- An email to a friend.
- Why you want to achieve your goals.
- In a journal to understand moods & emotions.

### GROOM

- Wash your face.
- Take a bath or shower.
- Brush your teeth.
- Scrub, cleanse, mask, tone &/or moisturize.
- Cut or paint your nails.
- Groom brows.

### DAILY "ME TIME"

- Dedicate 30-60 minutes each day to doing whatever you want or nothing at all.
- A shorter daily ritual is better than wasting an entire day every weekend.

### DON'T

- Use social media.
- Surf the web aimlessly.
- Do things that will make you feel worse (e.g. drink alcohol, smoke, eat unhealthily).
- Try not to dwell on negative past events or worry about what might be.

### CLEAN & TIDY

- desk
- workspace
- bag
- closet
- do laundry
- fridge
- drawers

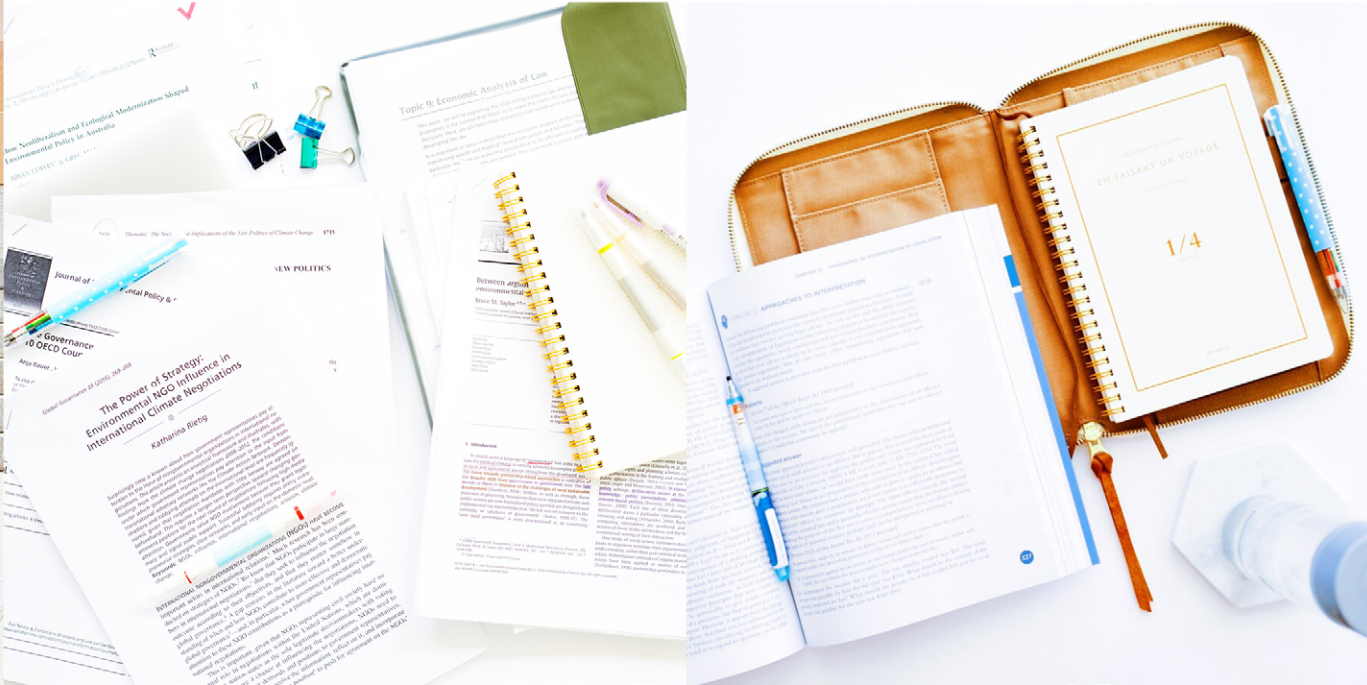
self-care  
for students







*Choose a job you love,  
& you will never have to work  
a day in your life.*  
CONFUCIUS





LIFE IS LIKE  
RIDING A BICYCLE.  
TO KEEP YOUR BALANCE,  
YOU MUST KEEP MOVING.

ALBERT EINSTEIN

# 10-MINUTE BREAKS

BREAKS 22-24

## WRITE DOWN YOUR ACHIEVEMENTS

Similar to a gratitude list, jotting down a few of your accomplishments reminds you that you can achieve things and eventually get through whatever it is you're going through right now. If it's work or study related, write down projects or assignments where you worked hard then received positive feedback or a high grade. You don't need to keep the list as the process of creating it is relaxing in and of itself.

## STRETCH

Bring a yoga mat to work and have it nearby ready to roll out when you need it. It may be awkward at first, but if you've been slogging away for hours without a break, you'll feel physically better about having had it at your disposal.

## READ SOMETHING THAT MAKES YOU HAPPY

Current affairs around the world are hitting most of us hard lately, so much so that there are various reports of productivity levels and general optimism dropping. So instead of opening a news site, Facebook or Twitter, try [Sunny Skyz](#) or the [GoodNewsNetwork](#) for the latest warm and fuzzy stories.





# RESOURCES

- **Habit Tracker download**

[www.roadmapplus.com/magazine/resources/downloads#tracking](http://www.roadmapplus.com/magazine/resources/downloads#tracking)

- **Useful Productivity Links updated**

[www.roadmapplus.com/magazine/resources/useful-productivity-links](http://www.roadmapplus.com/magazine/resources/useful-productivity-links)

- **Spring/Autumn Calendar Wallpaper**

[www.roadmapplus.com/magazine/resources/downloads#wallpapers](http://www.roadmapplus.com/magazine/resources/downloads#wallpapers)

- **Issue 8 Inspiration Gallery poster**

[www.roadmapplus.com/magazine/resources/downloads#inspo](http://www.roadmapplus.com/magazine/resources/downloads#inspo)

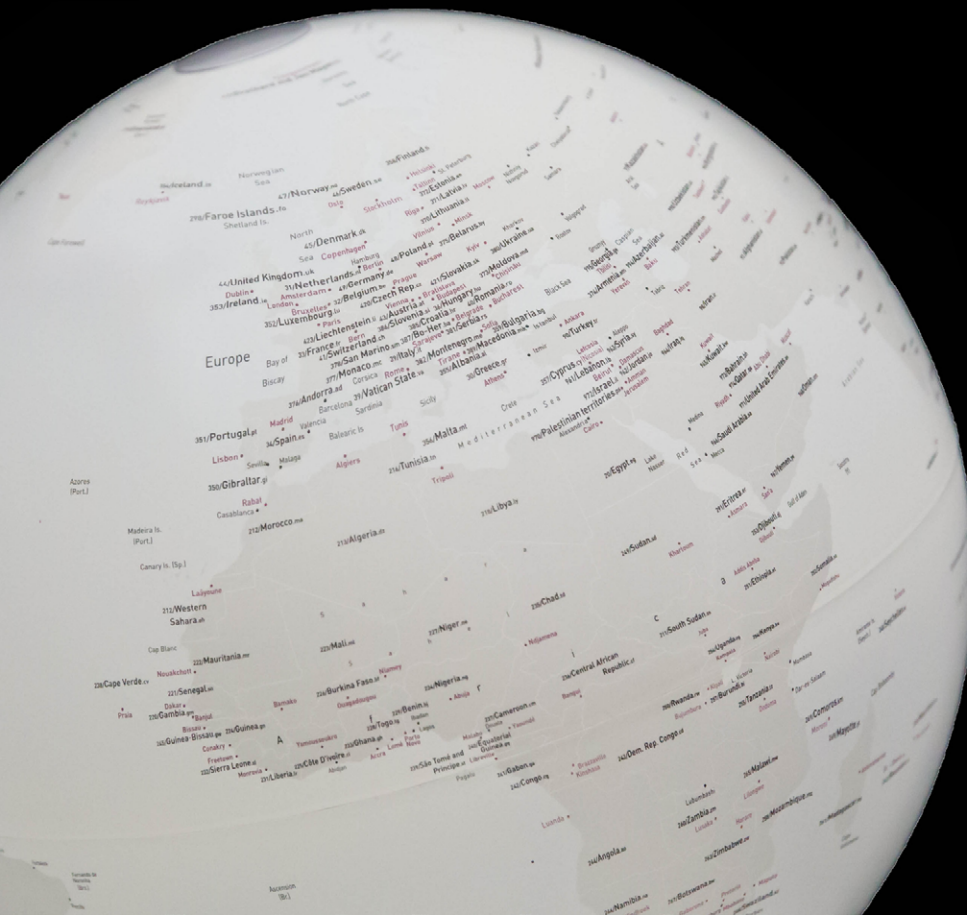
- **Follow us on Tumblr for studyspo**

<http://study.roadmapplus.com> or

<http://roadmapplus.tumblr.com>

- **Past Issues**

[www.roadmapplus.com/magazine/pastissues](http://www.roadmapplus.com/magazine/pastissues)





## From the website

### PRODUCTIVITY

[Make This Year Your Most Productive Yet](#)

### FITNESS

[Easy, Healthy Snack Ideas](#)

### CAREER

[Getting a Foot in the Door](#)

### STUDY

[Coping With Group Work](#)

### EXTRAS

[Apple Watch Series 2 vs Garmin Vivofit 2 Review](#)

[What's In My Bag: Anna, Consultant \(Russia\)](#)

<https://www.roadmapplus.com/magazine>

MINDFULNESS HELPS YOU GO HOME TO THE PRESENT.  
AND EVERY TIME YOU GO THERE AND RECOGNIZE  
A CONDITION OF HAPPINESS THAT YOU HAVE,  
HAPPINESS COMES.

THICH NHAT HANH

J U N E 2 0 1 7

Procrastination  
Issue 9



