



Take time to tidy up

How to take this break

Take 10 minutes out of your day to tidy up your workspace, and file and organize your email.

Why this counts - **Calming**

Creating organized workspaces gives a sense of order and control that positively influences outlook and gives a sense of calm.

Go to [Workplace Strategies for Mental Health](#) for more ideas, tools and resources to help with the prevention, intervention and management of workplace mental health issues.

Ideas for this activity were contributed by

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TakeYourBreak activities should be approved by your employer/leader prior to initiating them. TakeYourBreak activities are provided for general information only and are not intended to be a substitute for medical advice. Always consult your physician or appropriate health care provider with respect to your particular circumstances.