

2021 EDITION

Need some extra motivation for your crazy schedule?

Multi-tasking Hero

Well being tips





5 minute workout

Think of your health and try to move 5 minutes every hour. Longer meetings? It's healthy for everybody, so ask them to join in!



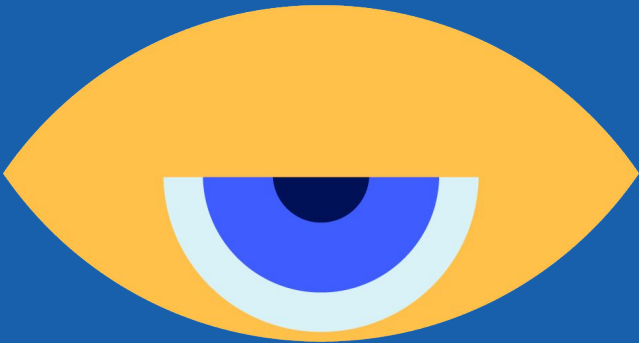
Walk & Talk

Be critical about your meetings.
Which ones can you do while walking?



Cameras off request

Back in the day we used to call with our phone,
we didn't have cameras on either. Turn your
camera off and see how it might help you relax.
*(Ask if your colleague also wants to turn off his/her webcam for
this meeting in advance.)*



Blink!

Most people blink less when they're looking at screens, which can have an effect on your eyes. Try to consciously blink when you're working behind a screen.



Block space in your agenda

Some people think that open space in your agenda means you have nothing to do. Schedule time in your agenda to work on projects and finish your to do list.



Leids Kwartiertje

A proud tradition at Leiden University is the Leids kwartiertje. Start 1 hour meetings 15 minutes later, so you can have an offline Leids kwartiertje.



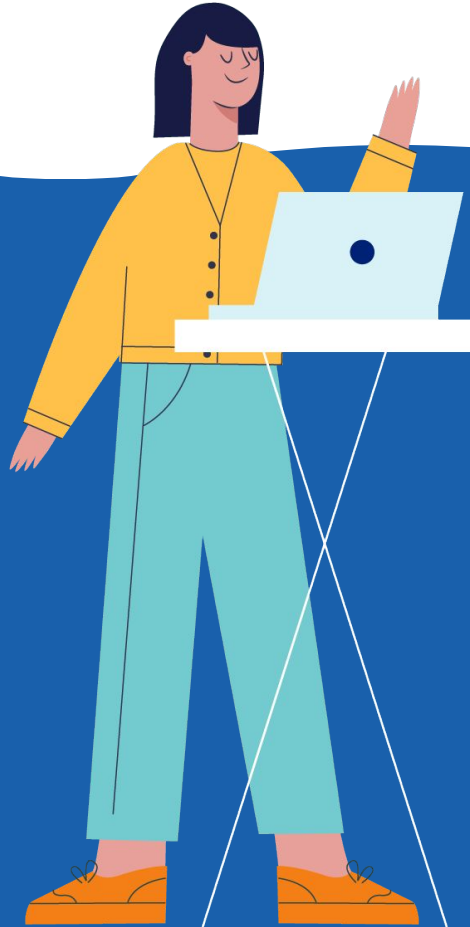
Time for a wardrobe change

Tired of meetings? Try changing up your clothes
in between meetings (or during the break)
to see if anyone notices.



Must have, should have...

Are all your meetings really that necessary?
Go over them and see if there's not some that can be
done asynchronously over chat or mail,
or can be rescheduled to a different date.



Stand up!

Would you sit this much in the office? Some meetings can be done while standing, even the ones you are hosting!

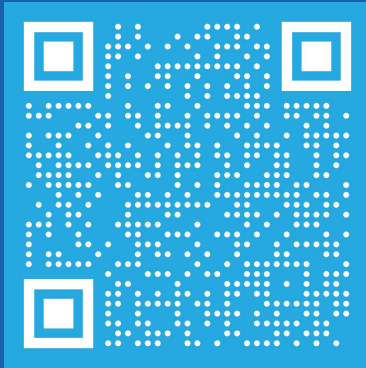


Try a short inner smile meditation

Offer a smile to yourself. :) Close your eyes and smile as you would smile to another person. Smile lightly at your jaw while letting it relax. Direct your focus to your forehead. While it may feel a little silly, the more you practice, the more easily it will become a part of your routine.

A very mindful podcast

Want to join and be a guest?



*Scan QR code
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well being tips from Centre
for innovation.*



Have a MINDFUL day.



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