Switch-Off Toolkit

Switch-off Thursday is happening on 20th June 2019

How will you #SwitchOffThursday

WHAT is Switch-Off Thursday?

The Switch-Off Thursday Campaign is raising awareness of the importance of switching-off from work on a regular basis in a busy and stressful world. As a nation, we are spending more time working and thinking about our work than ever before!

WHEN is Switch-Off Thursday?

On the afternoon or evening of 20th June 2019 we are encouraging people to do something that helps them to switch-off from work. This can be any activity for any amount of time at lunchtime, in the afternoon or in the evening. This is the day before the longest day of the year, so daylight will be on our side

HOW can we switch-off?

When it comes to our rest time, **quality** is more important than **quantity**. A few small changes to how and when we rest can have big impacts on our energy and performance.

Connecting with the world has nothing to do with Wi-Fi

When we make the effort to really connect with the people close to us, work related thoughts tend to drift away. This because we enjoy their company and we get wrapped-up in what's going-on with them. All too often we get distracted by emails, social media and work worries and the connection gets broken. We can combat this by losing our tech and scheduling specific connection time with friends, family or colleagues.

Quit the Wobbling!

Many of us *wobble* between rest and work by dipping into emails or being pre-occupied with work concerns. This impacts the quality of our rest time. We recharge our batteries more effectively if we can completely switch-off from work. Try getting any work-related thoughts down on paper as a way of compartmentalising.

Kill the Guilt!

When we switch-off from work we are re-energising and gaining inspiration from other areas of our lives. This makes us better and more creative when we return to work.

What can we DO to switch-off? Here are some ideas:

Take a walk at lunchtime. Walking is a proven method of boosting our mood & creativity. Exposure to natural daylight lifts our energy and helps us sleep better.

Set-up a tech free decompression zone in your office for the day.

Take a break from tech & email and spend some quality connection time with friends, family or colleagues.

Enjoy an evening meal or lunch without talking about work (bonus points if you cook it yourself).

Listen to your favourite music, a podcast or audiobook on your commute home.

Enjoy a communal meal with colleagues at lunchtime.

Read a paper newspaper or magazine.

Make a playlist or old-school mix tape for your partner or a friend.

Do something after work to decompress e.g. changing clothes, mindful breathing, a short burst of exercise.

Use the time to plan a 'switch-off' weekend away.

Read a bedtime story to your kids.

Try a form of exercise that you have never done before.

Write a list of things that you loved to do as a child. Choose one and do it.

DID YOU KNOW

Working long hours reduces your effectiveness, increases your risk of heart disease and makes you 2.5 times more likely to suffer from a depressive episode.

People who feel that they have sufficient opportunities for rest in their lives score twice as high on wellbeing scales than people who feel short of rest.

People who struggle to switch off from work are less engaged and are more likely to report emotional and physical exhaustion.

The UK has some of the longest working hours in Europe yet we are 22% less productive than the French and 26% less than the Germans. Perhaps they know something about rest that we don't!

In the run-up to 20th June, you can keep up-to-date with the campaign on social media at **#SwitchOffThursday**