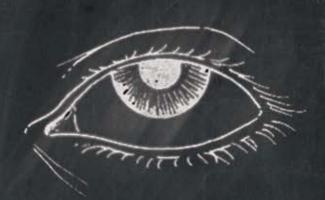**Want to be more productive?** Keep your fingers on the keyboard and eyes on the screen, because you're bound to get more done that way, right?

Wrong. Evidence shows that taking a break from mental tasks improves productivity — and skipping breaks leads to stress and exhaustion.

Follow the 20-20-20 rule and reduce eye strain

Every **20** minutes, Take your eyes off your computer and look at something **20** feet away for at least **20** seconds.

GET MORE DONE
{BY TAKING A BREAK}

Get up and move around

Dr. James Levine at the Mayo Clinic says sedentary workers have higher health risks. He suggests working in intense 15-minute bursts, punctuated by **short breaks**, in cycles that are repeated throughout the day.

If you can't leave your desk, push back from your desk, periodically shrug your shoulders and take a few deep breaths to relax and recharge.

Source: www.mayoclinic.com, nytimes.com

North American Occupational Safety & Health week • May 5-11