

# Relaxation tips when you can't leave the office

## Take a 10-minute break

Read, take a walk or even daydream while looking out the window.

## Meditate with technology

Use online apps like *Calm*, *Headspace* and *Buddhify* to help you meditate.

## Manage your emails

Schedule specific segments of your day to review and respond to emails.

## Stay in touch

Take a break, chat with coworkers, or call your spouse or a friend.

