

The Value of Taking a Pause

If you've ever sent a text, email or voice message that you wish you could delete, or said something that landed wrong, we've got you.

React vs. Respond

*Emotion-driven,
impulsive and
rapid.*

*Thoughtful,
grounded and
timely.*

Most people want to respond. It's kind and thoughtful. However, with today's real-time technology, we often react. To slow your thoughts and consider your next move, take a few deep breaths. This makes a significant shift in your nervous system and gives you a much needed pause.

"Between stimulus and response there is a space. In that space is our power to choose our response. In our response lies growth and freedom."

- Victor Frankel,
Austrian Neurologist and Psychologist



Check for Signs of Burnout

When you're stressed, tired or burnt-out, it's common to react. Check off any of these signs you are feeling. Then check the tips on the next page for ways to help alleviate those feelings and take a much-needed pause.

- | | | | |
|-------------------------------------|---|---|--|
| <input type="checkbox"/> Fatigue | <input type="checkbox"/> Agitated by small things | <input type="checkbox"/> Indecisive | <input type="checkbox"/> Cynical |
| <input type="checkbox"/> Poor sleep | <input type="checkbox"/> Don't want to be with other people | <input type="checkbox"/> Low creativity | <input type="checkbox"/> Negative outlook |
| <input type="checkbox"/> Brain fog | | <input type="checkbox"/> Low motivation | <input type="checkbox"/> Reduced performance |

Tips to Help You Pause

Try:

- ✓ Meditation
- ✓ Stretching
- ✓ Mindfulness
- ✓ Journaling
- ✓ Closing your eyes and visualizing
- ✓ Praying
- ✓ Writing a gratitude list
- ✓ Taking a short walk during your workday
- ✓ Taking a break for a healthy drink such as water or herbal tea

Build Transitions in Your Day

- Schedule hard starts and stops in your day to clearly define the difference between your personal and business lives.
- Use your phone or computer alarms to schedule breaks during the day.
- At night, put your phone down in another room starting 15 minutes before bedtime. Try to work up to putting it away for an hour.
- Create non-negotiable actions and rituals in your day. Schedule and treat these action items as non-negotiable as you would an important business meeting.

Learn How Knowing Your Strengths Can Empower You

We all have inherent strengths and ways of communicating. It's important to learn and understand what your particular ones are as well as those that are opposite of yours. Having a clear understanding of these strengths will help you adjust to a situation leading to a more positive outcome. To learn more about your unique strengths, take the free assessment at www.realstrengths.com.

"Rest is not an optional leftover activity. Work and rest are actually partners. They are like different parts of a wave. You can't have the high with the low. The better you are resting, the better you will be at working."

- Alex Soojung-Kim Pang,
Author and Business Consultant

Gratitude journal ♥

