

Take a Break

67 WAYS TO PAUSE
WHEN YOU ABSOLUTELY
POSITIVELY DO NOT
HAVE THE TIME



COMPLIMENTS OF
YOUR CORPORATE NAME HERE

BY PATRICIA KATZ

Take a Break

In this crazy, busy world of ours, it's easy to get caught up in the speed and frenzy. But, life is not a race. Creating moments and appreciating those moments is what life is all about. Pausing for connection and reflection makes this possible.

To pause is to be present and mindful - to experience life more deeply. When you take yourself off automatic pilot to pause more often, you discover a calm and an ease that have been there all along. You see the world with greater clarity, understanding and appreciation.

The 67 tips in 'Take A Break' challenge the 'Can't Stop - Gotta Run' philosophy that drives our world. These very do-able actions will shift your experience from nonstop frenzy and wild-eyed action to focus and presence.

- THROUGH YOUR SENSES (1-11)
- IN THE MOMENT (12-24)
- ON THE MOVE (25-38)
- IN YOUR WORKPLACE (39-52)
- WHILE AT HOME (53-67)

Marcel Proust writes, "The real voyage of discovery consists not in seeking new landscapes, but in having new eyes". You can learn to see and think differently. Pausing will help you reap the rewards of being in the moment. And, rest assured, there are AT LEAST 67 ways to pause - even when you absolutely positively do not have the time.

Take A Break
67 Ways To Pause When You Absolutely Positively Do Not Have The Time

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36. **Carry** a camera for a day or a week. Stay alert for the unusual, the unexpected, the proverbial photo opportunity. Pause to notice and record.

37. **Lift** up your eyes each time you step outdoors. Look to the sky and the space around you. Appreciate the beauty of the world and your place in it.

38. **See** the end of every project or activity is an opportunity to pause for learning. Three simple questions will do the trick. What worked? What didn't? What next?

Pause

IN YOUR WORKPLACE

39. **Pause** each time you pass a water cooler or drinking fountain. Still your body. Take a refreshing sip. Quiet your mind. Move on.

40. **Tune** in to your self-talk. Instead of harassing yourself about running late and falling behind, shift the mental conversation to more helpful messages: "There's time enough. I'm moving forward". The calming words will help you focus sanely on the task at hand.

41. **Do** one small thing to serve the world. Toss a piece of litter in the trash. Tidy up the paper mess by the photocopier. Wipe off the counter in the coffee room. It all matters. When you pass through with care, you make a difference.

42. **Reclaim** perspective on the work at hand. Swivel your chair 180 degrees to face the opposite direction. Turn your back on your work and check out what's behind you. Move away from your desk and sit in a side chair.

43. **Clear** your workspace at end of day. Organize your papers, files and tasks for a fresh start the next morning. Clear your mind while you're at it. Write down the tasks you'll hold over for tomorrow. Leave them at work.

44. **Hang** a mirror at your desk. Catch your expression through the day. Tense and worried? Press reset. Smooth the wrinkle from your brow. Give yourself a smile.

45. **Greet** a co-worker with your feet planted firmly in one place. Exchange words from a full stop not a dead run.

46. **Look** - really look - at a familiar colleague, a client or a business partner. How are these people and their situations different today than yesterday?

47. **Break** the monotony. Switch tools. Sharpen your pencil or change highlighters. Move from keyboard and screen to pen and paper. The shift in work style will re-energize your thoughts.

48. **Let** the phone ring one more time. Check the incoming name and number. Take a breath and switch mental gears to give the caller your full attention.

49. **Review** your 'must do' list. Identify one tiny task that is dispensable. Eliminate or postpone it. Don't substitute another job. Use your reclaimed moments to relax and appreciate the day.

12 TERRIFIC WAYS TO USE 'Take A Break' IN YOUR ORGANIZATION

“ YOU CAN BE THE MASTER
OF YOUR UNIVERSE OR A
POSTER CHILD FOR THE
BREATHLESS SOCIETY.
IT'S YOUR CHOICE. ”

- Dr. P. Schwab

1. Give a booklet to each employee in your work unit or organization.
2. Provide as a handout at corporate wellness events and training programs.
3. Stock copies of the booklet in the literature section of your Employee Assistance Center.
4. Send the booklet to clients and prospects as a way of keeping in touch or to say thanks for their business.
5. Add value by combining the booklet with another service or product that you provide.
6. Present to visitors at your Trade Show booth.
7. Include as a program resource and discussion starter at your corporate retreat.
8. Add to the orientation kit for new employees and managers.
9. Use as an incentive for early registration for a conference or learning event.
10. Provide as a bonus gift for conference attendees or Partner Programs.
11. Offer this booklet as a reward for completing a questionnaire or survey.
12. Give away as holiday or birthday gifts for colleagues, personal friends and family.

Please Note:
This booklet can be customized and imprinted
with your corporate or association logo.

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67 WAYS TO PAUSE WHEN YOU ABSOLUTELY
POSITIVELY DO NOT HAVE THE TIME

CLARITY - ENERGY - CALM - EASE



Build more frequent pauses into your daily routine. You will be more present to the moments of your life and less driven by the momentum of your life.

Don't promise yourself that you will take a break 'once you are caught up'. It isn't going to happen. Pausing is not a reward for being done, it is an investment in being able to continue.

Let speaker and author, Patricia Katz, help you restore the rhythm of renewal to work and life, so that you can accomplish what matters most in ways that bring more peace of mind.

Take A Break is based on Pat's popular weekly e-zine, "Pause - The Voice of Sanity In A Speed Crazy World".

PAUSE FANS AND READERS SAY:

"Thought provoking!"

"Great for gaining perspective."

"A breath of fresh air."

"Insightful new ways to rest and restore."

"Sane and solid advice."

"Succint! Priceless!"

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