



PauseWorks™

Take A Break & Get A Grip

Pause Primer - Individual

Pausing in its most basic form is a temporary break in activity – a stopping before carrying on. In that gap in the action, you can simply rest or you may act to rejuvenate your body, refocus your mind, reconnect to your heart, or rekindle your spirit. Any and all of these practices will re-energize you for the demands of your day. For a taste of the practice of pausing, follow these four steps.

1. Start by treating yourself to a brief, centering pause.

- Take a moment. Sit down or sit back.
- Take a deep breath. Settle your mind and body.
- Take your pulse. Tune in to the rhythm of your heartbeat.
- Close your eyes. Bring your mind and body to the moment.

2. Read through the pause practices in each of these four areas. Circle one that appeals to you in each quadrant or create your own.

Re-Energize Your Body

- Drink one extra glass of water.
- Take 5 minute break at a specific time. Move if you sit. Sit if you're on the go.
- Get to bed at the hour that will bring you the sleep you need.
- Eat one healthy snack (fruit, nuts, veggie)
- Rest muscles you've been overusing and stretch their counterparts.
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Refocus Your Mind

- Invest 15 minutes in thinking about or working on one key goal.
- Reschedule a low priority commitment to create breathing space.
- Drop one item completely from your list and refuse to feel guilty.
- Ask someone to handle a task for you.
- Keep your mind on high alert for a new idea.
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Reconnect Your Heart

- Call or write or speak with someone you love.
- Glance at photo memories of friends and family.
- Express appreciation for the thoughtfulness of another.
- Pat yourself on the back for completing a task.
- Listen to one other person with full and complete attention.
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Rekindle Your Spirit

- Recall an experience of joy and satisfaction.
- Do something kind for another person.
- Use one of your best skills to do something you are good at today.
- Note the underlying value of something you do today.
- Identify something for which you are grateful.
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3. Post this page where you will see it repeatedly through the day. Build these four pausing practices into your day. Write the word PAUSE in bold letters on a sticki note. Post it where you most need to be reminded.

4. As you get ready to turn in for the night, reflect on your answer to this question: How did pausing improve your day?