



# *PauseWorks™*

## *Take A Break & Get A Grip*

### *Pause Primer-Team*

Pausing in its most basic form is a temporary break in activity – a stopping before carrying on. Pausing is as important to the effectiveness of your workplace team as it is to your personal health and wellness. During intentional gaps in workplace action, you can help your team rest and recharge or you may rebuild capacity, refocus efforts, realign relationships, or recommit to purpose. Any and all of these practices will re-energize your team and workplace. 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 workplace pause practices in each of these four areas. Circle one that appeals to you in each quadrant or create your own.

##### **Rebuild Your Capacity**

- Insert breaks every 60-90 minutes or try a walking meeting.
- Address a workplace condition (light, sound, traffic) that may be sapping productivity.
- Dejunk or unclutter one troublesome work area.
- Coach a colleague or employee in an area where they might become more skilled.
- ...

##### **Realign Your Relationships**

- Invest 5 minutes deepening a connection to a newer member of your team.
- Compliment a co-worker on a contribution.
- Share an example of your own struggle with an issue.
- Sit with a colleague and give that person your full and complete attention.
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##### **Refocus Your Efforts**

- Help team members harvest the learning from a recent work experience.
- Identify one task or priority that if dropped would make room for something of greater value.
- Examine experiences in other arenas for ideas to apply in your organization.
- Turn off your technology to focus on one specific issue.
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##### **Recommit To Your Purpose**

- Draw a unique strength to a colleague's attention.
- Share a positive example of your team's impact.
- Show your excitement and passion for a project or direction.
- Build a reminder of your corporate mission into one conversation.
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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 leave work for the day, reflect on your answer to this question: How did pausing improve life in the workplace for you and your team?