

Take

TAKE 5 at Work

- Pause for 5 seconds before entering a meeting.
- TAKE 5 deep breathes before opening emails.
- TAKE 5 before responding to a frustrating email.
- Consider 5 solutions to dealing with a difficult co-worker.
- Focus on 5 area of your job you enjoy.
- Send 5 encouraging notes/emails to co-workers.
- TAKE 5 minutes to organize your work space before leaving for the day.
- List 5 things you could learn form a challenging task or encounter.
- Walk 5 minutes during your breaks.
- Consider 5 co-workers who have encouraged you and let them know.
- Take 5 seconds/breathes/minutes to transform from work to home.
- Let go for 5 work worries/intentional get perspective of the big picture.
- TAKE 5 to file away work stress when at home: open that file when you're at work.
- TAKE 5 when you walk into work, intentionally leave outside stresses...outside. They will wait for you.
- Pause to TAKE 5 and intentionally include a co-worker at a meeting who may not typically contribute because others have a stronger voice.
- Model TAKE 5 when intense situations occur, responding respectfully rather than just reacting on emotion.

How will you TAKE 5 at work?

