



10 Quick Tools

Recenter & Keep the Higher Brain (Prefrontal Cortex) Online

- 1. Breathe.** Take slow deep breaths to help calm your physiology. To help recenter, visualize sending your breath as you inhale or exhale through your torso, legs and out the bottoms of your feet into the ground.
- 2. 30 Second Restorative Mental Breaks.** Take a 30-60 second mental break at least once every hour. Pause and think about a person, a place, or a moment in time that makes you feel happy.
- 3. Connect to Purpose.** Pause and think about why you do the work you do, and the positive difference you can make in your colleagues and customers lives.
- 4. Acknowledge the Stress.** Tell yourself (and your brain) that you know this is taxing right now, and you are committed to doing the best that you can.
- 5. Eat Regularly and Exercise.** Take time to eat something every 2-4 hours to decrease irritability, fatigue, and prevent the body from going into survival mode. The brain runs on oxygen and glucose, be sure to get regular exercise and eat healthy food.
- 6. Engage Gratitude.** Find 2-3 things you are grateful for in the moment, no matter how seemingly small. For example: "I'm grateful to be surrounded by colleagues who care about me, our customers/clients, and our collective well-being." "I'm grateful that I can take a moment to pause and breathe."
- 7. Photos of Nature.** Put nature photos you love on your phone lock-screen and your computer. Time in nature is restorative, and studies show photos of nature can be almost as beneficial as being in it. Allow yourself a moment to soak in and enjoy the image.
- 8. Sunshine.** When you can, sit in the sun for a few minutes, even through a window - it will help elevate your mood.
- 9. Create Moments of Certainty.** The brain needs some certainty and predictability, find ways to create some. For instance, telling yourself: "This pandemic won't last forever, we will come out on the other side of this." "I am certain I have colleagues all trying to do their best, and we can rely on and support each other through this."
- 10. Prioritize Sleep.** The brain needs adequate sleep (6-8 hours) to restore brain energy, and make it easier to manage stress and emotions in the moment.