The two-minute reset

A quick way to bring your stress level down a notch, anywhere.

Use this between tasks, before a meeting, or whenever you notice you are wound up.

1. **Stop.** Put down what you are doing. Sit back or stand up.
2. **Feet.** Feel both feet flat on the floor.
3. **Shoulders.** Lift them up to your ears, hold for three seconds, and let them drop.
4. **Jaw and hands.** Unclench your teeth. Open your hands.
5. **Breathe.** In gently through the nose for 4. Out slowly for 6. Five times.
6. **Look.** Find three things in the room you had not noticed.
7. **Ask.** "What is the one thing that needs me next?"
8. **Go.** Do that one thing.

When to use it

- [ ] Before I open my email
- [ ] After a difficult call or conversation
- [ ] Before I walk in the door at home
- [ ] When I notice my shoulders are up
- [ ] Before a meeting or presentation
- [ ] When I am about to snap

Try it for a week

When I used it	Stress before (0 to 10)	Stress after (0 to 10)	What I noticed

The cue I will use to remind myself (for example: each time the kettle boils)

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