

## Time-Out Template

We can so easily go through our days, losing sight of our intention to be mindful, to check our thoughts, to respond not react, to be compassionate and gentle with ourselves and others. Time-out is a device that keeps us in touch with where we are, why we are here and how we want to be. Whether we start our day off with a time-out or take a mini one each time we transition from one activity to another, it keeps us close to our intentions. Aim for about two minutes for the full time-out to keep it manageable.

### Time-Out Script Template

I am\* \_\_\_\_\_ (your name)

Today is \_\_\_\_\_ (the day, month and year)

It is \_\_\_\_\_ (the time) and I am \_\_\_\_\_ (location)

I feel \_\_\_\_\_ (your physical sensations)

Today I will be \_\_\_\_\_

\_\_\_\_\_ (overview of the activities of your day)

These are my intentions for today:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

The challenges I foresee: (List them and what you intend to do if they come up)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

These are my intentions and challenges. I will now stand up and take these intentions and this energy with me into my day.

*\*While it may seem a little strange to begin by identifying yourself, the date, and where you are, I find this adds an unexpected power...taking the recitation of a checklist from the abstract right into a boots-on-the-ground reality of where you are right now and what you are going to do. Plus, they identify themselves in the OR so there's no confusion. Best to minimize any confusion we may have about who and how this checklist is going to go down, as well! 😊*