

STEP 1:

Find a quiet location where you can sit, stand, or lie down. Keep in mind that it might not be appropriate to lie down at work—it depends on the location. In most cases, you will need to sit down somewhere.



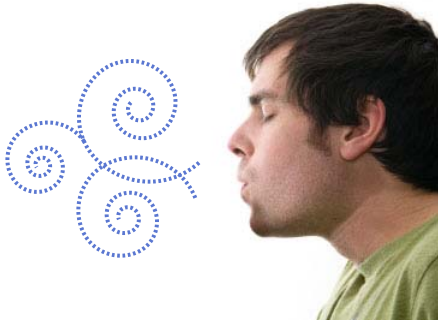
STEP 2:

Close your eyes and let your body just rest in a comfortable position.



STEP 3:

Slowly breathe in and out. Repeat this 4 times.



STEP 4:



Keep your eyes closed.

STEP 5:

Think about your very favorite place.



This place can be a real place or an imaginary one. This place should make you feel totally safe and comfortable.

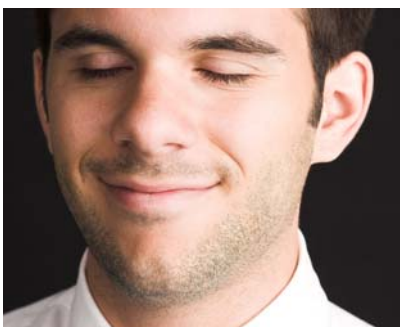
STEP 6:



Picture this place in your mind. Imagine how this place looks, sounds, and feels.

STEP 7:

Imagine that you are in this place, feeling so safe and relaxed.



STEP 8:



Stay in this place for a while....

STEP 9:



When you are ready, slowly take your attention back to the real world.

Open your eyes.

STEP 10:



If you would like, take a few minutes to write about the place you imagined. Describe this place using all of your senses—sight, touch, sound, taste, and smell.

STEP 11:

If you do not enjoy writing, you can draw or paint a picture of this relaxing place.

