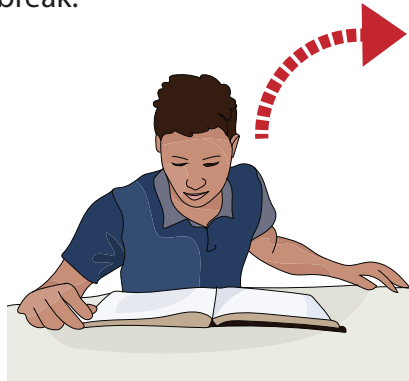## ✔ Break Card

1. Try to take your break in an area by yourself. Calmly walk to a quiet location.
   Here are ideas for places to take a break:

   Restroom
   Office
   Storage area
   Break room
   Outdoors
   Your car
   Empty stairwell

2. If there is not an area you can go to by yourself, take a short break at your work
   station or desk.

3. Engage in your coping plan.

4. Return when you feel okay again.

5. Remember that you are at work, so you probably cannot be gone for more
   than 10-15 minutes.