

**Directions:**

1. Print out this card set.
2. If possible, laminate this card set so it will last longer.
3. Cut out each card and then place them in order, starting with the first step.
4. This strategy will be easier to practice and learn if you get help from someone who knows you (i.e. a family member, friend, teacher, coach). They should read each card to you in a calm and quiet voice.
5. Practice these steps regularly—this means that you should practice these steps once a day if possible. This strategy only works if you practice it regularly. You are “training” your body to respond to this strategy, so it takes practice!
6. Pick a specific time of day to practice these steps (i.e. first thing in the morning, after lunch, before bed).
7. These exercises could last anywhere from 5 to 30 minutes. Keep in mind that when you are at work, you may not be able to take a 30 minute break.
8. Pick a special place to keep these cards. You could keep one set at home, and one set at work.

<b>1</b> Find a quiet, private 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.	<b>2</b> Close your eyes and focus your mind on your breathing. Pay attention to your breath as it comes in (inhale) and goes out (exhale). Don't force or control your breathing. Just breathe naturally. In and out....In and out
<b>3</b> Breathe in and out, taking deep breaths. Try to fill up your chest as you breathe in.	<b>4</b> Breathe in and slowly count in your head (1-2-3). Your inhale should last 3 long seconds. Breathe out....
<b>5</b> Breathe in and slowly count in your head (1-2-3). Breathe out...	<b>6</b> Repeat these 10 times.
<b>7</b> How do you feel? Do you feel calm? Repeat steps 2-6 if needed.	