

1. Choose your pleasant image ahead of time. You can choose any place or memory to visualize as long as it makes you feel happy, safe, and calm.

Here are some ideas for safe, soothing places:

- The beach
- A meadow
- A favorite vacation spot
- Your bedroom
- The mountains

Other people might think about a favorite memory. Here are ideas for favorite memories:

- Spending time with a pet
- Spending time with a family member
- Doing a favorite activity, such as going fishing or horseback riding
- Travels to a fun place

It does not matter what place or memory you choose as long as it is relaxing to you. It should be personalized to you so that you can picture it well.

2. Having an actual picture will probably help you focus on your good memory or safe place. Bring a photograph with you to remember a pleasant memory. Or take a photograph of your safe place. Images of pleasant pictures can be found in books, magazines, and online. You can draw this place if you would prefer.
3. Keep a copy of your pleasant image with you at work so you can bring it out when necessary. You can keep it in your desk drawer, folded up in your wallet, or in some other convenient place. If you feel comfortable doing so, you could also hang your picture on the wall next to your workspace.
4. Look at your picture when you feel upset. Take a few minutes to re-live the experience. Think about the picture and why it makes you feel happy and relaxed. Take several deep breaths while looking at your picture.
5. When you feel more relaxed, begin working again.