

Stress-relief toolkit for when you don't have a lot of time

- 1** Step outside and breathe in fresh air for a few moments (or take a moment to look out a window)
- 2** Take a moment and get yourself a glass of water, tea, or coffee as needed
- 3** Listen to your favorite happy song
- 4** Get up and walk around your office, home, or space for a few minutes
- 5** Splash a little cool water on your face and stretch
- 6** Grab a pen and paper and braindump everything on your mind in that moment (set a 5 minute timer if needed)