

TACTICAL PAUSE CHECK-LIST



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1 SLEEP

7½ - 8 hours per night



2 EAT WELL

nutrient rich foods



3 RE-CHARGE

take part in an enjoyable, fulfilling and affirming activity such as reading, yoga, mediation, gardening, being in nature, dancing, adult colouring etc.



4 DISCONNECT

put your work-phone away, stay out of your emails.
Consider going totally tech free for 1 day.



5 DETOX

avoid negative people and media



6 ADMINISTRATION

take care of critical life-admin tasks in order to maximise your cognitive bandwidth when you return to work.



7 PLAN

make a plan for the next 4 weeks, factoring in work and home tasks and activities.



8 LAUGH

