

Breathing Space Lessons

LESSON	PREVAILING BEHAVIORS	DESIRED BEHAVIOR
<i>Breathing Lessons</i>	<ul style="list-style-type: none"> * Shallow breathing * Hyperventilating * Shoulder or clavicle breathing * Being out of breath 	<ul style="list-style-type: none"> * Diaphragmatic breathing * Learning to stay calm * Deep breathing * Practicing the pregnant pause
<i>Digestion Lessons</i>	<ul style="list-style-type: none"> * Gulping down food * Consuming overly large portions * Eating and running * Eating while working 	<ul style="list-style-type: none"> * Eating at a leisurely pace * Taking time to digest * Holding a regular meal schedule * Finishing food before working
<i>Nutrition Lessons</i>	<ul style="list-style-type: none"> * Eating junk food * Loading up on fats, sugar, and salt * Missing meals * Not consuming balanced meals 	<ul style="list-style-type: none"> * Eating healthy food * Staying hydrated * Eating regularly * Taking a multiple vitamin

<i>Pacing Lessons</i>	<ul style="list-style-type: none"> * Seeking to finish everything at once * Underestimating time constraints * Rushing to meet a deadline * Wasting time on insignificant tasks 	<ul style="list-style-type: none"> * Setting small, reachable goals * Devising a realistic schedule * Budgeting ample time * Tackling important items first
<i>Pausing Lessons</i>	<ul style="list-style-type: none"> * Never taking time off * Never taking breaks between tasks * Plowing through project after project * Rushing into tasks 	<ul style="list-style-type: none"> * Catching yourself doing things right * Pausing after a completion * Acknowledging your achievements * Strategizing first
<i>Leisure Lessons</i>	<ul style="list-style-type: none"> * Pursuing too many hobbies * Watching television * Feeling guilty about leisure time * Daydreaming excessively at work 	<ul style="list-style-type: none"> * Participating in a few rewarding hobbies * Enjoying other stimulating activities * Letting go of concerns * Focusing on work at work

<i>Quiet Lessons</i>	<ul style="list-style-type: none"> * Confronting constant noise * Engaging in constant small talk * Keeping the TV or radio on all the time * Babbling on unnecessarily 	<ul style="list-style-type: none"> * Finding quiet places to work and think * Speaking at appropriate/desirable times * Turning the TV or radio off * Acknowledging that silence is golden
<i>Sleeping Lessons</i>	<ul style="list-style-type: none"> * Staying up too late * Waking up too late * Dozing off at work * Creating a poor sleep environment 	<ul style="list-style-type: none"> * Going to bed early * Waking up early * Taking short naps at proper times * Creating a clean, quiet sleep area
<i>Reflection Lessons</i>	<ul style="list-style-type: none"> * Despairing at small setbacks * Overlooking small achievements * Not taking time to reflect * Taking brief, private reflections 	<ul style="list-style-type: none"> * Viewing failure as a path to success * Rewarding completions * Pausing to reflect * Connecting with a partner