

1. Identify something that causes you stress.
2. Create your **PLAN** by working through the letters and creating one goal for each.

P	<p>Select a <b>period</b> of time each week to take a break.</p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>
L	<p>Head to a <b>location</b> that's good for taking a break.</p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>
A	<p>Chose an <b>activity</b> you enjoy that can help to relieve stress.</p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>
N	<p><b>Name</b> some people you can talk with who can keep you from falling into negative thought patterns.</p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>

Use this plan when you feel overwhelmed. While some stress allows us to remain alert and focused, it is important to find balance to increase long term productivity and wellness.