

REJUVENATION CHECKLIST

- _____ Set an alarm on your phone for 10am, 3 and 7pm. Label it, “How am I doing?”
- _____ Write an inspiring quote or affirmation on your bathroom mirror with a dry erase marker.
- _____ Take 2 deep breaths every time your phone rings and before you click send on each email.
- _____ Do one ridiculously small healthy thing every day: walk outside, do 1 pushup, eat something green.
- _____ Turn your phone off in increasingly larger increments: during lunch, after 7 pm, on one weekend day.
- _____ Take a vacation day before this month ends.
- _____ Commit to keeping your vacation balance below the maximum limit.
- _____ Ask a friend to take the same day off as you, to hold each other accountable..

- _____ When stress begins to show up, ask “What can I control?”
- _____ Use shower time to release sadness, frustration or pent up emotions - figuratively wash it away for the day.
- _____ When you notice your anxiety rising, consider this before you respond: “The story I am making up in my head is _____.”
- _____ Pay extra attention to people who answer “fine” in response to your inquiry into how they are doing.
- _____ Practice focusing on your breath for 30 seconds a day.
- _____ Plan something within the next 60 days: a dinner date, a day trip, a meet up with a friend, a night away; anything that gives you something to look forward to.
- _____ Turn off your phone during your next meeting. Practice staying all-in focused.
- _____ Decide in the morning what time you plan on stopping work for the day and honor it. Set an alarm on your phone to remind you.

- _____ Before you schedule any meeting, ask yourself, “Is this meeting really necessary?”
- _____ Wear a rubber band on your wrist and switch wrists for every compliment or appreciation you give.
- _____ Think of someone you can call to say, “I’m checking on you, how are you?” Then really listen to the answer.
- _____ The next time you snap or get frustrated, take 2 minutes to think on why.
- _____ Schedule meetings for 25 and 50 minutes long. Take that 5 or 10 minutes to stand up and walk outside.
- _____ Start the day stating one thing you’re looking forward to and end the day stating one thing you’re grateful for.
- _____ Sign on and off for the day with your team (via chat, text or email), so the team knows you are officially one or off the clock.