

JobTIPS



Break Card

1. Try to take your break in an area by yourself. Calmly walk to a quiet location. Here are ideas for places to take a break:

Restroom
Office
Storage area
Break room
Outdoors
Your car
Empty stairwell



2. If there is not an area you can go to by yourself, take a short break at your work station or desk.
3. Engage in your coping plan.
4. Return when you feel okay again.
5. Remember that you are at work, so you probably cannot be gone for more than 10-15 minutes.