







TAKE TIME TO

RECHARGE

Use this calendar to create your **RECHARGE** routine.

Take time during your day to stretch and breathe. It only takes a minute to feel a dramatic difference.

NAME EMAIL

		M	T	W	Th	F	Sa	Su	TIP OF THE WEEK
WEEK 1	BREATHE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 Find the best time of day for you to RECHARGE .
	STRETCH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
WEEK 2	BREATHE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 Enter your RECHARGE break with an open mind: Let go of expectations.
	STRETCH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
WEEK 3	BREATHE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 Don't do it alone – invite others to join you.
	STRETCH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
WEEK 4	BREATHE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 Create an environment that reminds you to reset, relax, and RECHARGE .
	STRETCH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
WEEK 5	BREATHE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 Take a minute to reset when you anticipate stressful moments.
	STRETCH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
WEEK 6	BREATHE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 Take a minute to RECHARGE before an important task and increase your productivity.
	STRETCH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

BREATHE...

- WHEN YOU ANTICIPATE STRESSFUL MOMENTS TO RESET
- BEFORE AN IMPORTANT TASK TO INCREASE FOCUS
- WHEN YOU NEED A MOMENT FOR YOURSELF EACH DAY
- WHEN STRESSED TO CALM DOWN

STRETCH...

- WHEN YOU WAKE UP TO RELIEVE STRESS
- ON A MORNING BREAK TO RELEASE TENSION
- ON AN AFTERNOON BREAK TO ENERGIZE
- BEFORE YOU GO TO BED TO RELAX

Commit to your **RECHARGE** goal!

1. Use the following prompts to create your **RECHARGE** goal.
2. Use the calendar on the back to track each day you take a minute to breathe and/or stretch for 6 weeks.
3. The weekly tips found online or in your email will help. Start today!

I want to...

- Relieve stress
- Relieve tension
- Feel energized
- Relax
- Calm down
- Increase focus
- Increase productivity
- Have a moment to myself
- Manage stress
- Reset when stressed
- Other:
-

To **RECHARGE** I will take a minute to **BREATHE/STRETCH** (Circle one or both):

Number times of a day

Number days a week

To reach this goal:

The best time for me to **RECHARGE** will be:

I will ask to support/join me.

I will create an environment that reminds me to reset, relax and **RECHARGE** by:
.....

I will use the following tools to remind me to **RECHARGE**:
.....

I will know when I am feeling **RECHARGED** when I:
.....