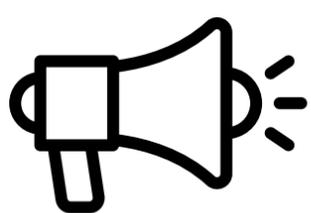
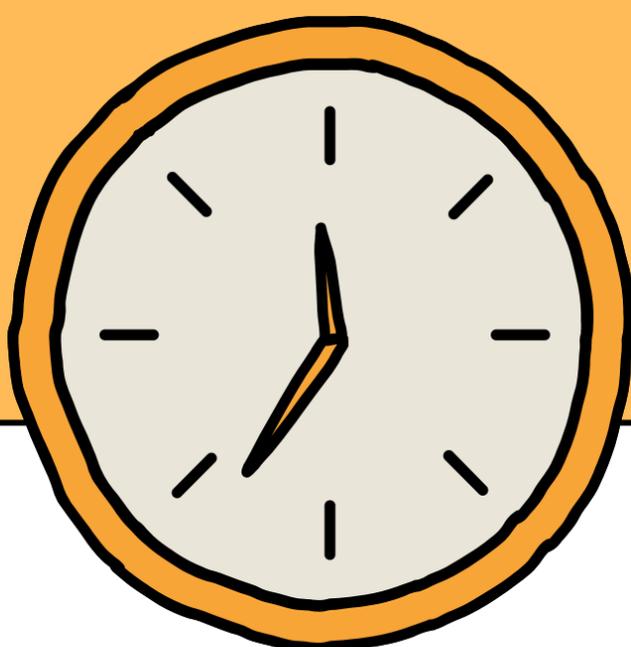


IMPLEMENTING A PAUSE



IDENTIFY

Identify where you put time and effort. This isn't a bad thing, but time consuming.



SELECT

Determine an upcoming day or period to pause that activity. Select a date.



PREPARE

Begin asking others to cover needed tasks in your short absence.



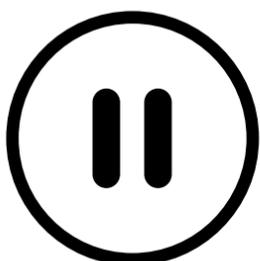
DOUBLE CHECK

Ensure all areas and tasks are lined up with needed supplies and instructions.



BE INTENTIONAL

Before pausing from your regular task, consider "replacing" the task with something else for the pause.



PAUSE

Implement your plan, trust those who are covering and take a break.