

CARD 1: 4-7-8 BREATHING

Focus: Calming Anxiety & Stress Spikes

POSITION: Sit comfortably, relax shoulders, lower gaze. 🧘

- 1. INHALE** 🌬️
 - Breathe in quietly through nose. ⌚ 4s
- 2. HOLD** 🛑
 - Gently hold your breath. ⌚ 7s
- 3. EXHALE** 🌬️
 - Whoosh breath out through mouth. ⌚ 8s

REPEAT: Cycle 3 to 4 times to down-regulate nervous system.

CARD 2: "PAUSE BUTTON" (NLP)

Focus: Preventing Emotional Reactivity

WHEN TRIGGERED: Use before responding in high stress. 🛑

STEP 1: PAUSE 🛑

- Mentally press an imaginary "Pause" button.
- Freeze body for a micro-second.

STEP 2: BREATHE 🌬️

- Take one slow, deep belly breath.
- Notice physical tension leaving body.

STEP 3: CHOOSE 🧠

- Select your internal response intentionally.

CARD 3: BOUNDARY SCRIPTS

Focus: Safeguarding Time & Energy

USE WHEN: Setting limits or managing overload. 🛑

1. AVAILABILITY 🕒

- "I hear you, but I'm not available right now. Let's talk at [Time]."

2. CAPACITY 🧠

- "I want to support you, but I need a moment to reset first."

3. WORK LIMITS 🛑

- "This crosses my working boundary. Let's explore another solution."

CARD 4: NLP REFRAMING TOOL

Focus: Shifting Perspective

INSTRUCTIONS: Answer these 3 steps during setbacks. 🔍

1. IDENTIFY 🕒

- What is the real problem here?

2. SHIFT 🔄

- What else could this situation mean?
- What is the hidden lesson?

3. EMPOWER 🌟

- What strength is needed here right now?