

# 5 QUICK RESETS *for* LIBRARY WORKDAY



## RESET #1: THE 60-SECOND BREATH RESET

**WHEN TO USE:** After a stressful interaction or before responding to an email.

*How to do it:*

1. Inhale through your nose for 4 seconds.
2. Exhale slowly through your mouth for 6 seconds; repeat 3 times.

**WHY IT HELPS:** Longer exhales activate the body's calming response.



## RESET #2: PAUSE BEFORE RESPONDING

**WHEN TO USE:** During tense conversations or meetings.

*How to do it:* Before speaking or replying, take one full breath and ask yourself: "What response would be most helpful right now?"

**WHY IT HELPS:** Interrupts reactive patterns and supports clearer communication.



## RESET #3: DESK POSTURE RESET

**WHEN TO USE:** After long periods at a desk or service point.

*How to do it:*

- Sit tall with both feet on the floor
- Roll shoulders back and down
- Gently lengthen the back of the neck

**WHY IT HELPS:** Physical tension and mental stress reinforce each other.



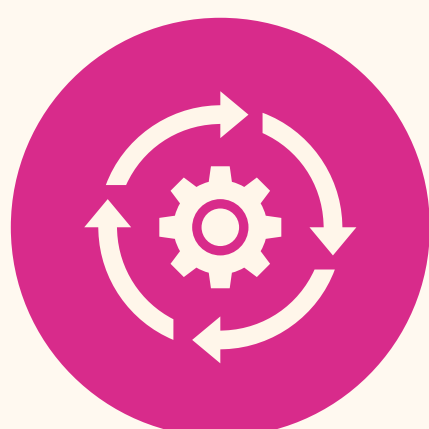
## RESET #4: SENSORY GROUNDING

**WHEN TO USE:** When feeling scattered or overwhelmed.

*How to do it:* Silently notice:

- 3 things you can see
- 2 things you can hear
- 1 physical sensation (feet, hands, breath)

**WHY IT HELPS:** Brings attention out of stress loops and back to the present moment.



## RESET #5: END-OF-SHIFT DECOMPRESSION CUE

**WHEN TO USE:** At the end of the workday.

*How to do it:* Before leaving, pause and mentally say: "My workday is complete."  
Take one slow breath before transitioning to the next part of your day.

**WHY IT HELPS:** Prevents stress from carrying home.

