

Designing meaningful moments of pause

2020 felt like a marathon. And guess what? We are still running it. If we are to sustain our energy over the long-term, we need to give ourselves permission to pause—to restore and restart.

Moments of pause can feel like a luxury, but they shouldn't be. How we take care of ourselves affects our work performance, but also how we show up as teammates, as leaders, and as humans. We can think of moments of pause as opportunities to explore and create meaningful experiences out of extraordinary circumstances.

The pages that follow are meant to help you identify what you most need from a moment of pause. You can do this exercise alone, or with friends and family. Share your ideas with others to get more inspiration. But most importantly, commit to making it happen.

How to use this tool

1. Take a moment to **explore the 6 different intentions** on page 3 for your moment of pause. Consider which intention(s) speaks to you most right now.
2. Then choose your moment. Use page 4 to **give yourself some guidelines to work within**.
3. Next **go to the worksheet for the intention you want to explore further** (pages 5-10). Feel free to choose more than one.
4. When you're done with your worksheet(s), go to the last page (page 11) to **finalize your plan** and **commit to making it happen**.

Define your aspiration

What do we seek from moments of pause?

The elements of a meaningful moment of pause are inherent in the worldview of every individual—the things that excite, inspire, and connect us to ourselves and the world around us. And it's all at our fingertips—no travel needed.

Explore the 6 intentions for moments of pause on the right. Consider which intention(s) speak to you most right now.

CONNECTION

"I want to deeply connect with friends, family, or a new community."

RENEWAL

"I want time and space to ground myself and find energy to move forward."

GIVING BACK

"I want to contribute to the world."



INDULGENCE

"I want to treat myself to something special just for me."

PLAY

"I want to let loose and enjoy myself."

DISCOVERY

"I want to explore and learn something new."

Choose your moment

I am taking a moment of pause on:

I will be able to dedicate:

I am designing an experience for:

My budget is:

The intention(s) I am focusing on:

Taking a moment of pause is important to me because:

Connection

"I want to deeply connect with friends, family, or a new community."

For many of us, authentic social interaction feels missing from our lives. While it may not be possible to be together physically, virtual translations of cherished social rituals can help satiate our need for togetherness.

Reflect.

Explore what Connection means to you by answering these questions.

Who and what makes you feel seen, heard, and understood?

Who are your tribes?

Dream.

Take 5 minutes to generate as many ideas as you can on how to design for Connection in your moment of pause. Don't worry too much about whether or not some of your ideas are possible in this moment. Just let your imagination take over.

Then review your list. For the ideas that might not be feasible in our COVID reality, think about how you might redesign the experience while still maintaining the essence of what's most important.

Finally, mark the ideas that speak to you most.

Next step: when you're finished filling out one (or more) intention pages, skip ahead to the final page to commit!

Renewal

"I want time and space to ground myself and find energy to move forward."

With an endless loop of anxieties and individual stresses playing out each day, it's hard to take time to fully address our mental and physical health needs. Taking care of our mind and body now is important to sustain us for the long-term.

Reflect.

Explore what Renewal means to you by answering these questions.

What is it that most exhausts you?

When have you felt the most relaxed and in control?

Dream.

Take 5 minutes to generate as many ideas as you can on how to design for Renewal in your moment of pause. Don't worry too much about whether or not some of your ideas are possible in this moment. Just let your imagination take over.

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Finally, mark the ideas that speak to you most.

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Indulgence

"I want to treat myself to something special just for me."

It's difficult to think about pampering ourselves when there are always others who seem more deserving.

Yet a bit of self-gratification once in a while can provide a needed boost of delight and happiness. Giving and receiving don't have to be mutually exclusive.

Reflect.

Explore what Indulgence means to you by answering these questions.

What is your guiltiest pleasure?

What do you always dream about doing for yourself, but never do?

Dream.

Take 5 minutes to generate as many ideas as you can on how to design for Indulgence in your moment of pause. Don't worry too much about whether or not some of your ideas are possible in this moment. Just let your imagination take over.

Then review your list. For the ideas that might not be feasible in our COVID reality, think about how you might redesign the experience while still maintaining the essence of what's most important.

Finally, mark the ideas that speak to you most.

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Discovery

“I want to explore and learn something new.”

With the current constraints governing our day-to-day, it can feel as if we are living our lives on daily repeat. Stepping outside of our routines for a moment to allow curiosity to take over can expand our minds while enriching our souls.

Reflect.

Explore what Discovery means to you by answering these questions.

Who or what are you most curious about that feels most out of your reach?

What have you always wanted to learn?

Dream.

Take 5 minutes to generate as many ideas as you can on how to design for Discovery in your moment of pause. Don't worry too much about whether or not some of your ideas are possible in this moment. Just let your imagination take over.

Then review your list. For the ideas that might not be feasible in our COVID reality, think about how you might redesign the experience while still maintaining the essence of what's most important.

Finally, mark the ideas that speak to you most.

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Play

"I want to let loose and enjoy myself."

Opportunities for unfettered fun might seem few and far between in the current moment. But making time for play helps fuel our imagination, creativity, problem solving, and our overall well-being.

Reflect.

Explore what Play means to you by answering these questions.

What makes you laugh and reminisce?

When have you let go of your inhibitions?

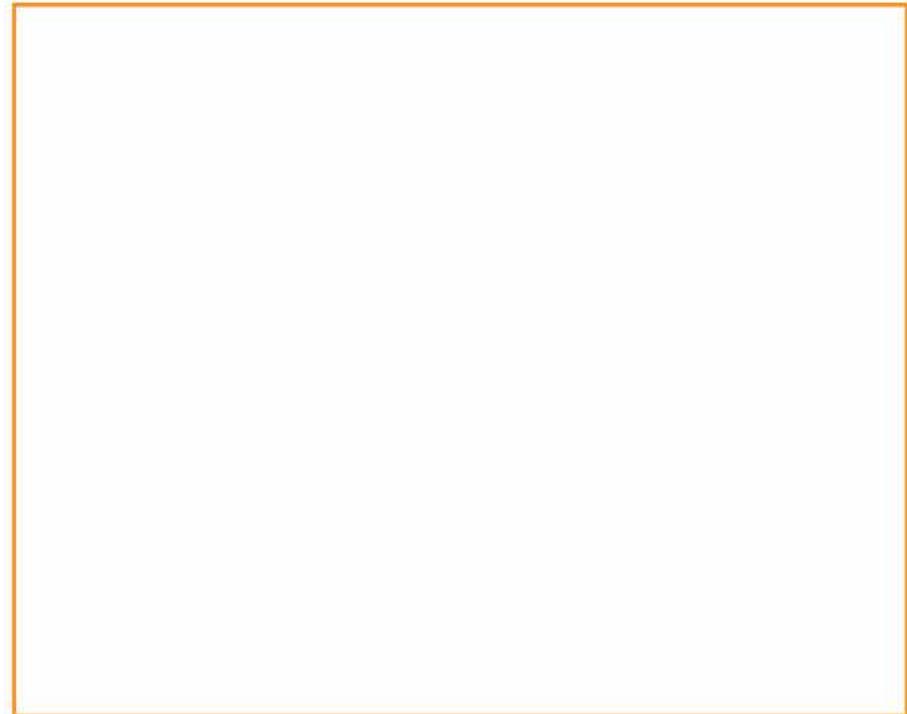
Dream.

Take 5 minutes to generate as many ideas as you can on how to design for Play in your moment of pause. Don't worry too much about whether or not some of your ideas are possible in this moment. Just let your imagination take over.

Then review your list. For the ideas that might not be feasible in our COVID reality, think about how you might redesign the experience while still maintaining the essence of what's most important.

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Giving Back

"I want to contribute to the world."

We've all been witness to many inspiring acts of generosity and courage from around the world—it's sometimes overwhelming to think about how we can help. Performing our own acts of kindness is not only a gift to others, but also to ourselves.

Reflect.

Explore what Giving back means to you by answering these questions.

Dream.

Take 5 minutes to generate as many ideas as you can on how to design for Giving Back in your moment of pause. Don't worry too much about whether or not some of your ideas are possible in this moment. Just let your imagination take over.

Then review your list. For the ideas that might not be feasible in our COVID reality, think about how you might redesign the experience while still maintaining the essence of what's most important.

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What social causes move you most?

What spheres do you have the greatest potential to impact?

Make it real

Now start to structure your experience and build your plan. Then, make a commitment to yourself—so you don't lose sight of why you're taking this time in the first place, and what you hope to achieve.

What I will do:

What I will need:

How I will make it happen:

I, _____, commit to taking this moment of pause.

Signed:

Date: