**EXAMPLE NEWSLETTER/**EMAIL TO HEALTH CENTER STAFFre: Integrating Stress Regulation at Work

Email Subject Line: Stop and take 5 minutes for You

We know the work never ends, but we are asking you to STOP for five minutes to check in and engage in a practice that releases stress.

To that end, here are a few brief regulation practices that are proven to support rest and recovery of an overtaxed nervous system. **Can you find 5 minutes today to do one of them?** When you’ve done it, please email (insert name of person such as Human Resource Director, CEO, Medical Director). The **first 15 workers to complete the practice will get 2 extra hours of PTO this month**.

**Optional regulation practice examples:**

* [5-4-3-2-1 Mindful Moment](https://www.youtube.com/watch?v=30VMIEmA114) or “Moment to Pause Script” (see page 6)
* Sound and Visual Meditation: [Forest Sounds](https://www.youtube.com/watch?v=sdlnOxjDzdo) or [Underwater Images](https://www.youtube.com/watch?v=CwRvM2TfYbs).
* Humor: [Animals Swimming](https://www.youtube.com/watch?v=0HrbvMv4kQ0) or [Being Silly](https://www.youtube.com/watch?v=QpNXHJGfGYo&t=39s).
* Movement: 10 jumping jacks; 1 round of head, shoulders, knees and toes or other stretching; ball toss challenge (catch 20 in a row.)
* Gratitude Journal: Write down 3 things from the past week that you are grateful for and take 3 minutes to visualize and re-experience one of them.
* Self-Care Assessment: Review the self-care assessment (see page 12). Decide on one action you want to take and ask a colleague or manager to help clear your schedule and hold you accountable to following through.

Again, the first 15 workers to complete this 5-minute challenge will get 2 hours of PTO. Just email us at (insert contact information here).

If you have thoughts, questions, concerns, we want to hear from you. You can reach (insert contact information here).