

# Strategy Card

## How do I **FOCUS**?



- Practice active listening.
- Clear my work area, and limit noise and other distractions.
- Keep my eyes on the speaker or task.
- Use self-talk.
- Have a plan with a goal.
- Take notes.

## How do I **STOP** and **THINK**?

- Use self-talk to tell myself to stop.
- Use Stop and Stay Cool to calm down.
- Take a break from what I'm doing.
- To help myself wait, I can think about something else to pass the time.
- To stop hurtful or interrupting words, I can breathe deeply, try self-talk, or press my lips together.
- Try to keep my hands in my pockets or my arms crossed to keep my hands to myself.
- Ask a teammate or friend to give me a signal when I'm forgetting to stop and think.



## How do I **THINK FLEXIBLY**?

- Use self-talk to remind myself that there may be more than one way to solve a problem.
- When I get stuck, I can close my eyes, relax, and clear my mind.
- When I get stuck, I can take a short break from the problem and come back to it from another angle.
- Keep a rubber band on my desk to remind myself to stretch and switch my thinking.



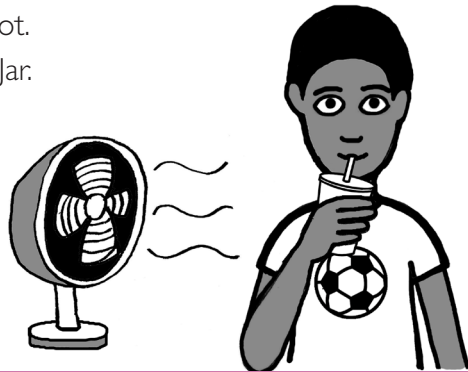
## How do I **REMEMBER**?

- Practice active listening, especially my focus skills.
- Make sure that I understand what I'm supposed to remember, and ask questions if I don't.
- Create a reminder word (e.g., HOMES to remember the Great Lakes).
- Repeat in my head what I need to remember.
- Take notes.
- Make a mind movie, a story, or a song about what I need to remember.
- Connect new information with something that I already know.
- Group similar things together (e.g., things that are in the same category, things that rhyme, etc.).



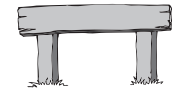
## How do I COOL DOWN?

- Use Stop and Stay Cool.
- Take slow, deep breaths.
- Take a break.
- Use self-talk to calm myself down.
- Go to the Thinking Spot.
- Use the Settle-Down Jar.



## How do I SOLVE CONFLICTS?

- Get calm.
- Stop in my tracks, and get the facts.
- Use an "I" Message.
- Use empathy.
- Use the steps of the Peace Path.
- Use a conflict solver.
- Use the Cool Rule and hurdles strategies.
- Use a Think-It-Through sheet to think through my options.



## Win-Win Conflict Solvers



- |               |                            |
|---------------|----------------------------|
| Share.        | Get help.                  |
| Take turns.   | Find something else to do. |
| Apologize.    | Ignore it once.            |
| Compromise.   | Talk it out.               |
| Make amends.  | Take a break.              |
| Laugh it off. | New idea?                  |

## Self-Talk

### Steps to Replace Negative Self-Talk With Positive Self-Talk

1. Catch the negative.
2. Stop and Think!
3. Calm down/breathe.
4. Replace the negative with positive.

### Self-Talk Tips

- Toss OUT negative words, toss IN positive words.
- Keep self-talk believable and realistic.
- Turn negative statements into questions.
- Be your own best friend.

