

# The Power Pause Coaching Tool

A Workplace & Life Coping Strategy for Triggered Moments

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## Purpose

The Power Pause is a simple emotional regulation tool designed to help employees maintain professionalism, composure, and self-control during stressful, frustrating, or emotionally triggering moments at work and in life.

Many people are never formally taught how to respond to conflict, criticism, stress, disappointment, or emotional triggers in a healthy and productive way. This coaching tool helps staff create a pause between the trigger and the reaction.

The goal is not to suppress emotions. The goal is to respond intentionally instead of reacting impulsively.

## STEP 1: RECOGNIZE THE TRIGGER

Before reacting, notice your body, your thoughts, and your emotions.

Ask yourself:

- What exactly triggered me?
- Did someone's words, tone, or behavior hit a nerve?
- Am I feeling embarrassed, overwhelmed, frustrated, rejected, or misunderstood?

A trigger is something happening around you. It does not have to control you.

## STEP 2: ACCEPT REALITY

Acceptance does not mean agreement. Acceptance means you stop wasting energy fighting what already happened.

Instead ask yourself:

“What is the most empowering way to look at this?”

Possible reframes:

- “I can stay calm even if others are not.”
- “I do not have to match someone else’s energy.”
- “I can solve this professionally.”

## **STEP 3: CHOOSE TO ACT — NOT REACT**

Reactive behavior often escalates conflict. Instead, choose a response that improves the situation.

Ask yourself:

- What outcome do I actually want?
- Will my reaction help or harm the situation?
- How can I communicate clearly without escalating?

Professional examples:

- “Let me take a moment and revisit this calmly.”
- “I want to keep this productive.”

## **STEP 4: LET IT GO**

After the situation is handled, release it, learn from it, and move forward.

Not every misunderstanding deserves emotional attachment. Protect your peace and avoid replaying stressful moments repeatedly.

## **The 10-Second Power Pause**

STOP.

BREATHE.

NOTICE.

REFRAME.

RESPOND WITH INTENTION.

Even a short pause can prevent conflict escalation and improve communication, professionalism, and emotional wellness.

## Common Workplace Triggers

Employees may experience triggers related to:

- Feeling criticized
- Miscommunication
- Schedule changes
- Feeling overwhelmed
- Client behaviors
- Team conflict
- Feeling disrespected

Triggers are human. Professional growth comes from learning how to navigate them effectively.

## Coaching Reflection Questions

1. What triggered me?
2. What emotion did I feel first?
3. Did I react or respond intentionally?
4. What outcome was I hoping for?
5. What could I do differently next time?
6. What helped me regain composure?
7. What response aligns with my long-term goals and professionalism?

## Final Reminder

You do not lose your power by pausing.

Often, the pause is the power.

Conflict is part of life. Emotional regulation is a skill. And skills can be practiced.