

# HOW TO TAKE A 'TIME-OUT' WHEN ARGUING

## **Directions**

If you are arguing with another person and you begin to accuse, criticize, or yell, then it is probably a time to take a "time-out." A time-out provides people with an opportunity to cool down, identify their feelings, and start to work productively towards solving a problem.

### **1. Recognizing the signs that you need a "time-out."**

Check off the statements that describe how you typically feel in an argument.

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| Your fists are clenched.                        | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Your face is flushed.                           | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| You start breathing fast.                       | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| You feel teary.                                 | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| You feel like screaming or throwing something.  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| You feel out of control.                        | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| You feel that something really bad will happen. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

What other signs tell you things have become too intense for you to have a productive interaction with another person:

---

---

### **2. Requesting a time out.**

You can say something like: "I'm too angry/upset to talk right now; I need to take a time-out. Please give me an hour to calm down and gather my thoughts."

What are you must comfortable saying when you want a time-out?

---

---

### **3. Relax and stay calm.**

There are many ways to relax and calm down, such as deep breathing, taking a walk, or listening to quiet music.

What are some things other things you can do to calm down?

---

---

### **4. Focus on what is important.**

Think about why you are angry. Write down a positive statement that would help you resolve the problem.

---

---