**How to take a time out**

When you are upset pay attention to your warning signs and make a decision to take a time out to prevent yourself from being hurting to another family member.

A time out can be anywhere from 5 minutes to a hour.

**The DO’s**

Tell the other person how long you will be taking a time out for.

Use the time to calm down.

Respect the other persons time out.

Use respectful language and behavior.

**The DON’T’s**

Tell someone else to take a time out.

Use it as a excuse to avoid a topic long term.

Once calm, think of how you can communicate with the person youre having a conflict with...**What to do after**

Let it go - is it really worth arguing?

Put it on hold - This must be agreed on by both parties.

Discuss it - Ready to talk and problem solve with respect.