

How to Keep Your Cool and Calm Down in the Moment

如何保持冷靜，在當下冷靜下來

Do you get upset when someone cuts you off in traffic? Does your temper flare when a co-worker doesn't deliver something you were counting on? Everyone gets angry at times. In those frustrating moments, how do you control your anger before it gets out of control and turns destructive? Consider these ten proven tips to help you keep your cool and refocus on being calm.

1. **Breathe.** Though your first impulse may be to lash out, don't. Just breathe. Here's a technique that is easy and can be done anywhere: inhale deeply through your nose, purse your lips, and count to five while pushing out the air as slowly as you can. Do this for five breaths.
2. **Count to ten.** By concentrating on this simple task, you can calm yourself down and avoid being overwhelmed in the moment.
3. **Walk away.** If you find that you are getting too upset, remove yourself from the situation, if possible. Go get some lunch or take a walk outside. Leave your phone and email behind. It's a good way to cool off and take time to think things through.
4. **Close your eyes.** Cutting out visual stimuli can help you feel calmer. Sit quietly and allow your breathing to return to normal.
5. **Have your talk in private.** Conversations tend to escalate when others are within hearing distance.
6. **Avoid sending texts or emails while angry.** Resist the urge to respond in anger. Your tone could be misconstrued and you may damage the relationship.

您是否會因為在開車時有人插隊而感到生氣？當同事沒有交付你需要的東西時，您是否會情緒發飆？每個人都會有生氣的時候。在這些令人感受挫折的時刻，如何控制您的憤怒，避免它失控並變得具有破壞性呢？請參考以下十種被證明有效的技巧，幫助您保持冷靜，重新專注於冷靜。

1. **深呼吸。**雖然你的第一個反應可能是發洩情緒，但不要這樣做。只需要深呼吸。這是一種簡單易行的技巧，可以在任何地方進行：透過鼻子深呼吸，嘴唇輕輕緊閉，慢慢地數到五，同時慢慢呼氣。這樣做五次。
2. **數到十。**專注於這個簡單的任務，可以讓你冷靜下來，避免在當下被壓垮。
3. **離開現場。**如果你發現自己變得太過激動，如果可能的話，離開現場。去吃些午餐或到外面走走。不要攜帶手機和電子郵件。這是一個很好的方式，讓自己冷靜下來，花時間思考事情。
4. **閉上眼睛。**切斷視覺刺激可以让你感到更加平靜。靜靜地坐下來，讓自己的呼吸恢復正常。
5. **在私下裡交談。**當有他人在場時，對話的衝突往往會升級。
6. **避免在憤怒時發送短信或電郵。**抗拒以憤怒的口吻回應的衝動。你的語氣可能會被誤解，並且可能損害關係。



7. **Use positive self-talk.** Repeat a calming phrase to yourself like "stay calm" or "don't over react." Focusing on the phrase for a moment or two can help you cool off and regain your equilibrium.

8. **Visualize a peaceful scene.** Find a quiet place where you can be alone. Close your eyes and imagine a spot where you are most relaxed. Maybe it's the beach, or the mountains. Or even your own backyard. Imagine the details. What kind of day is it? What are you doing? Use your imagination to feel peaceful and let go of anger.

9. **Listen to relaxing music.** The soothing power of music is well known. It can have a calming effect on our minds and bodies. Discover what works best for you.

10. **Practice mindful self-awareness.** Help manage your anger by simply observing your thoughts and feelings in the moment without judgment. This practice can help you recognize anger before it becomes destructive and return you to a calmer, less-reactive state. There are a number of easy-to-use tools available to help guide you through this process.

7. **使用積極的自我對話。**對自己重複一個冷靜的句子，例如「保持冷靜」或「不要過度反應」。專注於這個句子幾分鐘，可以幫助你冷靜下來，恢復平衡。

8. **想像一個平靜的場景。**找一個可以獨處的安靜地方。閉上眼睛，想像一個你最放鬆的地方，也許是海灘、山上，甚至是你自己的後院。想像細節，是什麼天氣？你在做什麼？用你的想像力感覺平靜，放下憤怒。

9. **聽輕鬆的音樂。**音樂的舒緩力量是眾所周知的。它可以對我們的心智和身體產生舒緩的影響。找出最適合你的方法。

10. **練習正念自我觀察。**通過在當下觀察你的想法和感受而不加判斷來幫助控制你的憤怒。這個練習可以幫助你在憤怒變得具有破壞性之前覺察憤怒，並讓你回到一個更加平靜、不易激動的狀態。有許多易於使用的工具可以幫助你引導這個過程。