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- 25 main sections
- One page summary in each section
- Easy to read
- Questionnaires and interactive sections
- Useful quotes and jokes

# **CONTENTS**

**SAMPLE PAGES** 

# **ABOUT THIS RESOURCE**

- 24 main sections of about 10 -35 pages
- A one page summary of the main points in each section
- A one page visual image of how each strategy fits into the total picture
- Resource section with further reading and audio programs in each section
- Questionnaires and progress assessment sheets
- Each section is available as pre-printed booklets for bulk purchases
- You have permission to photocopy, so that the pages can be used:
  - By an individual
  - As an aid in one-on-one counselling
  - As a hand-out in seminars or workshops
- **Customize:** If you wish to modify any pages, you can scan them into your computer and make any changes or additions you wish

# **ABOUT EACH SECTION**

# Each section consists of:

- 1. A picture of the 'StressWinner' with the focus of the
- 2. A one page summary of the section
- 3. The main content
- 4. Some Wit and Wisdom on the topic

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# HOW TO BE A 'STRESSWINNER'

Are you tired all the time? Feeling uptight, nervous, moody? Are you having trouble sleeping, concentrating or relaxing? Not enjoying things the way you used to? Are you feeling that life's just TOO MUCH?

You may be 'stressed out' - and you wouldn't be alone. You'd just be joining the 80% of people who report feeling significantly stressed!

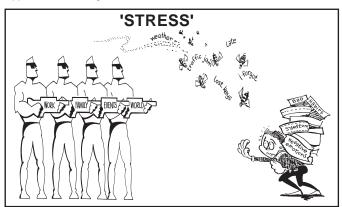
### WHAT IS 'STRESS'?

There's no simple answer. People say: "I'm stressed out because I'm overloaded with work", or "My spouse is useless" or "I never have enough money"

We all have problems - 'stress' is a normal part of life - and most of the time we can deal with them. It's when we doubt our ability to cope that 'stress' turns to DIStress.

'Stress is the unpleasant feeling of tension when the problems we face in life <u>seem to us</u> to be greater than our ability to deal with them - for more than a short period of time'.

Try picturing stress like a battle or a sports contest, where we face opponents who might overwhelm us. **Stress is lack of balance**..



**Big Opponents** 

### Minor hassles

### Back Pack'

### **Big Opponents:**

- \* Work- too much, time pressure, too boring, lack of control and adequate pay and uncertainty about job security.
- \* Family and people problems: marital conflicts, children, parents....
- \* Challenging Events: Lots of change in a short time is tough.
- \* The 20th century. Bad news is always in your face!

**Minor hassles:** If you're facing big problems these tiny 'mosqitoes, like losing something, can make you 'lose it' and wonder why you did! Anxiety, depression or illness may develop in those who are vulnerable.

'Back Pack': Picture a 'back pack' weighing you down:

- Painful Emotions: Anger, Guilt, Fear, and Low Self-Esteem
- Bad Habits: Procrastination, perfectionism, overeating, drinking/drugs
- Stress Symptoms can impair performance and add worry. You may think you have an illness.

# KNOW YOUR SYMPTOMS OF (DIS)STRESS:

- PHYSICAL: Body and mind have been conditioned since cave-dwelling days to react to physical danger by preparing to to fight or run away. Adrenaline and jangling nerves make our pulse race and pound, breathing speeds up, muscles tense, hands sweat and stomachs churn. We can't sleep, eat or enjoy life. But most stresses we now face are not physically dangerous so usually this part of the stress response is not helpful.
- EMOTIONAL: Irritablity, anger, and, if stress lasts too long depression, sadness and even feeling that life's not worth living
- BEHAVIOURAL: Alcohol, drug use, eating disorders
- ILLNESS: After adrenalin, other substances such as cortisol flood our system, interfering with the immune system, perhaps causing us to get sick and possibly trigger any illness we might be prone to.

Everyone feels anxiety sometime it's a natural part of life. The key: use tension as energy to improve performance. Don't let it rise so far that it weakens you or makes you worry you have some nasty illness.

**DEPRESSION:** More than just being 'stressed' or 'blue". This illness may stem from long-term stress or come 'out of the blue'. It's not a sign of weakness. It's treated with expert counselling and possibly cautious use of antidepressant drugs. Telltale signs:

- · Tiredness, down mood and often feelings of anxiety as well
- Waking early in the morning poor quality sleep
- · Feelings of worthlessness, self-criticism or guilt
- · Loss of interest and enjoyment of usual activities
- · Feeling hopeless or desperate. "Life isn't worth living".
- Change in appetite or weight not caring about your health
- · Excessive drug and/or alcohol use
- Not wanting to be around people or even:
- · Thoughts of suicide.

### TAKE CHARGE OF STRESS-THE BASICS

We must be responsible for howwe feel - no blaming anyone or anything. An 8 step basic plan to become our own 'team manager':

- 1. Understand and keep track of your symptoms of stress.
- 2. Worry effectively. Check out opponents. Choose stresses.
- 3. Learn Problem-Solving techniques
- 4. Increase Strength just like any sports team
  Mentally Relaxation techniques and Positive Attitude Physically Exercise, Diet and Sleep.
  Skills Communication, Memory, Time & Money skills
- 5. 'Back Pack': Dump some Anger, Guilt & Fear. Raise selfesteem if low. Reduce Procrastination & Perfection!
- 6. Find support from a 'Home Crowd' people who can help.
- 7. Take Breaksto rest and recharge. Hobbies & Relaxation.
- 8. Use all these ideas and more of your own. Keep learning
- 9. Use symptoms of stress to gauge your success.

### **HOW TO WORRY!**

We all worry. But don't stay up all night worrying, or do it all day. If you're a worrier, do it 15 minutes twice a day - and if you can't sleep, get up and worry at a desk. List all worries and divide them into: Two kinds of Worries:

### 2. Those you CANNOT change. Use the four 'A's

- · Accept them. Life is unfair. Time passes. In 5 years this won't seem so bad
- Awfulize. What's the worst that could happen? How will you handle it?
   Often you'll realize the worst probably won't happen!
- Accentuate the present, not the past plan for, not worry, about the future.
- Act . What can you do in other areas of life get fit, help someone else?

### RELAXATION

Being able to relax when you want reduces your daily tension, helps sleep and lets you be just as tense as you need to be - but not more- in tough situations.

As you'll learn from the CD the main parts of relaxation are:

- · Slow, regular breathing, let tension out with each breath
- · Let muscles relax top to bottom as you breathe
- Picture a relaxing place see it, hear it, feel it

Practise a lot. Visualize yourself overcoming your stresses!

### PHYSICAL HEALTH

**Exercise.** Aerobic - running, rowing biking; and lifting weights creates relaxtion & confidence. 'Getting sweaty' even for 10 minutes releases 'stress beating' natural chemicals into your blood. You'll feel stronger, more relaxed and confident. Get addicted to exercise - make it a habit for life.

**Diet** - Balanced, no fads. Eat more for breakfast, less at night. Less fat and sugar. More pasta and protein. Plenty of roughage!

**Poisons** Alcohol, nicotine and steroids - are poisonous and add to stress. **Sleep**. Set a routine.Try to get 8 hours. Use relaxation, never lie there and worry - get up and worry properly if you have to.

# THE SYMPTOMS OF STRESS - a Summary

Do you often experience some of these feelings?

- A sensation of tension, being 'on edge'
- Pounding, rapid heartbeat
- Irregular, shallow breathing
- Can't get enough air
- Tense, tight muscles
- A feeling that life's just too hard to handle

# SCALP TINGLES (00) EYES WIDE DRY MOUTH BREATHE FASTER FIGHT OR RUN AWAY TENSE MUSCLES

# How does it happen?

This reflex begins with a nerve signal sent from your brain all over your body. It tells all parts of it to: "Watch out!

Get ready! We're under Attack!" Chemicals and hormones such as adrenaline and cortisone flood the blood stream to make everything ready for a big battle.

But today's threats are different, this response doesn't work so well. Many of the symptoms aren't useful for protection at all, they're a 'by-product' of our reaction to threat of any kind, especially to problems that go on for a long time like work stress and relationship difficulties. Less 'useful' symptoms include:

- Feeling tired or "wiped out" most of the time
- Trouble sleeping, or poor quality sleep
- Frequent long lasting headaches; chronic pain in general
- Can't **concentrate**; no patience, getting angry easily
- Smoking, drinking too much alcohol, overeating
- Accidents can happen because we're worried and not paying attention!
- Illness Stress plays a part in almost all illnesses.

Everyone has stress symptoms occasionally. You can accept them when you're in a fierce argument, or being attacked. But when they last a long time, you may start to worry that they might indicate some serious illness. If symptoms are due to stress, keep track of them - they'll tell you if your stress remedies are working or not!

List your main symptoms on the left, and the disease or consequence you fear on the right.

MY SYMPTOM	DISEASE/CONSEQUENCE I FEAR

# **RATING YOUR ANXIETY SYMPTOMS**

- **0** Relaxed total calm, at peace
- 1 Slight anxiety a passing twinge of anxiety, slightly nervous
- 2 Mild anxiety butterflies, muscle tension, nervous
- 3 Moderate anxiety uncomfortable, heart starting to beat faster, hands sweaty
- 4 Marked anxiety uncomfortable, rapid heartbeat, muscles tight,
- **5** Early panic, heart pounding, tight breathing, dizzy, fear of losing control, feeling need to escape
- 6 Moderate panic attack palpitations, difficulty breathing, disorientated, unreal feelings, must get out
- **7, 8, 9, 10 Major panic attack** all symptoms exaggerated, terror, fear of going crazy, Adapted from Dr. Arthur Hardy - the TERRAP Program - with permission

# SECTION 4 - HOW TO WORRY

# **HOW TO WORRY - A Summary**

Lots of people worry at night, and ruin their days with it too. But it's useless to say: "Stop worrying!" We all worry, so - why not worry properly? Use a system to make your worry productive and enrich your life.

# Check your Worry Skills:

<ul> <li>I worry at specific times for about 15 - 30 minutes a day, or even twice a day</li> </ul>	
• I write worries down. If I'm worrying in bed - I get up	
<ul> <li>I try to always worry at a desk or other selected location - with pencil and paper.</li> </ul>	
I describe worries accurately	
I break big worries into smaller ones	
• I find out the odds that my worry will actually happen. I refuse to worry about unlikely things	
<ul> <li>I ask myself how much I'll be bothered by a worry in three years time</li> </ul>	

**TWO KINDS OF WORRIES** - List on separate sheets. Put each big worry on a sheet of its own.

# 1. Those you CAN do something about

- 'Brainstorm' solutions. From 100 ideas you can find one good one! Do research, ask successful people
- Learn problem-solving & decision-making. Develop plans for action. Picture how solutions might turn out.

# 2. Those you can do NOTHING about

- Accept the situation, don't blame, take responsibility for moving forward make plans for the future.
- Focus on the present, not the past. Enjoy what you can in the present moment.
- Take action. Get busy with exercise, study something new, help someone else with their problems
- Awfulize. Picture the worst. See yourself coping with it. You might see it probably won't happen!

# **GENERAL WORRY LIST**

At the end of each line, rate each worry as Big, (B), Small (S), or a Hassle (H). Also indicate whether you feel you can influence them (Y) - or will you have to live with them (N)

	WORRIES/PROBLEMS	Size (B,S,H)	Can change? (Y or N)
1.	Threats from a student	В	N?
2.			
3.			
4.			
5.			
6.			
7.			
8.			

# **DAILY STRESSES**

Throughout each day we all encounter many major and minor stresses of different kinds. If you make a mental picture of how your day usually goes, you can identify the things that bother you and can drain your energy needlessly. You can take charge of how you react to them so as to reduce the negative stress they cause.

	,		
Things and People that	AT WORK	AT HO	ОМЕ
IRRITATE ME			
ANGER ME			
DISTRACT ME			
SADDEN ME			
MAKE ME LATE			
MAKE ME AFRAID			
FRUSTRATE ME			
TIRE ME			
BORE ME			

# SECTION 5 - PROBLEM SOLVING

# **IDENTIFYING AND SOLVING PROBLEMS**

# STRESS/PROBLEM

MAKE SURE YOU HAVE DESCRIBED THE PROBLEM ACCURATELY
The cause of the problem:
My role - if any - in creating the problem?
My positive Self-Statement
When is the problem not occurring? How do I feel then?
When have I solved it or a similar one before?
On a scale of 1-10, where is my optimism/motivation/sense of control?
How would life appear if I move ONE point up?
What is an extreme solution?
What Strengths do I Have?
Who can help me?`
What's funny about this situation?

# SECTION 10 - THOUGHTS & BELIEFS

# **BELIEF QUESTIONNAIRE**

If the belief applies:

Very little or none - score 0 Quite often - score 1 Almost always - score 2

1.	I am responsible for some other people's happiness	
2.	I can't stand being alone	
3.	I must be successful in everything I try	
4.	People should understand my feelings better	
5.	There's never enough time to do all the things I must	
6.	People <i>must</i> always think well of me	
7.	I keep dwelling on what I could have done better.	
8.	It's terrible life is so unfair - it shouldn't be	
9.	I can't stand rules and regulations	
10.	I feel guilty if I don't go along with what people want.	
11.	I hate it when I don't feel in control.	
12.	I'm not being allowed to get where I want in life	
13.	I must do it myself, if it's to be done properly	
14.	People never appreciate enough what I do for them	
15.	I can't stand others telling me what to do	
16.	If I don't accomplish a lot, I'm not worth anything	
17.	I must avoid causing a fuss	
18.	If I am criticized I feel really anxious and rejected	
19.	It's very bad if I fail at something	
20.	I hate it when someone else can do it as well as I can	
21.	I'm either in control - or totally out of control	
22.	It's essential that I get approval from family and friends	
23.	People cannot control how they feel in the face of adversity	
24.	Rejection is horrible and must be avoided	
25.	If you're not a winner you're a total loser	
26.	The present always flows from what's happened in the past	
27.	If something is unknown or uncertain, it <i>must</i> be dangerous	
28.	I can't stand it when someone is angry at me	
29.	Worrying and being anxious is essential for success	
30.	It's a sign of weakness to ask for help	
31.	It's easier to avoid than to face life's difficulties and problems	
	TOTAL	
S	coring:	
Αŀ	bove 34: It's likely that much of your stress is caused by your beliefs	

Beliefs and attitudes are moderately responsible for anxiety in your life. 21 to 34:

0 to 20: You are quite realistic. You realize that all these statements are ridiculous!

Scoring 2 on questions:	May show over-concern, or a problem with:
2, 4, 6, 18, 22, 24, 28	Acceptance - needing others to like/love you
3, 7, 9, 13, 15, 20, 21, 25, 30	Being in Control of everything in your life
3, 7, 13, 11, 16, 19, 25	Perfectionism
4, 5, 10, 17	Being too Passive - not assertive enough
1, 7, 8, 14, 29, 30, 31	Being generally Unrealistic
4, 8, 12, 14, 23, 26	Being a Victim - blaming others for your unhappiness.

Many distorted beliefs play a part in anxiety and stress symptoms, and if you have a hard time sorting them out then it's a good idea to find a good therapist who can help you.

### **SECTION 13 - HUMOUR**

# I Look for Laughter in my Life:

•	I select humorous books, tapes, videos and movies.	0	10
•	I have a joke board at home and work.	0	10
•	I keep a scrapbook of jokes and anecdotes:	0	10
•	I make a point of smiling or laughing for no reason	0	10

Recent Stressful Situation	The Funny Aspect
1	
2	
3	
4	
A Stressful Person	Something Comical about Them
1	
2	
3	

# **WORRY**

There are only two things to worry about.

Either you are sick- or you are well,

If you are well then there's nothing to worry about.

If you're sick there are only two things to worry about,

Either you will get well - or you will die.

If you get well, there's nothing to worry about.

If you die there are only two things to worry about:

Either you go to heaven - or hell.

If you go to heaven then there's nothing to worry about.

If you go to hell, you'll be so damned busy shaking hands with all your friends you won't have to worry.

# TIME BALANCING FOR WOMEN

Time pressure is high on the list of women's stresses, and the most obvious problem for many women is balancing *work* and *family*.

One study showed that when women go out to work they increase their work time by 18 hours on average, and husbands increase *their* house work by 6 minutes. It often feels as if 'women's work' is never done, the place is dirty as soon as it is cleaned - and nobody much appreciates the work that has been done.

"Housework, if it is done right, can kill you" - John Skow

You may have noticed that it's hard to get husbands to do much work around the home, but the only good way to balance your life is to get more help from husband and/or children.

This is not easy! Many women report that just living with a man is stressful partly because men approach life differently - and have a very different style of communicating. If this is a problem for you, you might like to read *Men are from Mars, Women are from Venus*, by John Gray.

In addition, females tend to be raised to feel responsible for others, which is perhaps why women feel stressed if they try to do less - because they feel they have let someone down.

This balancing act can be so difficult that a working mother may regret working at all and feel terribly guilty. It's important to reassess and confirm to yourself the reasons you work outside the house - so as to reduce the guilt and negative feelings.

# **External sources of time stress** for any working woman include:

- Work. All jobs are more fragile these days who can risk refusing to stay on that extra hour, or turn down that additional project?
- Finding child care or elder care.
- · Conflicts with childrens' activities such as music and sports.
- Household tasks, in and out of the house how to divide them up.
- Unpredictables- sick children, car breakdowns.

Internal sources of stress for women working outside a busy home include:

- Unrealistically high expectations, perfectionism
- The need to do it all and have it all
- Negative habits such as procrastination, bad organization
- · Poor health habits

What follows are only general suggestions - which obviously apply to single working fathers just as much. **What can be done?** All sorts of things have been tried to help women who work at an outside job as well as the full-time job of homemaking. But the biggest factor in being successful at this is to *choose the right husband*. You really need one who is pleased to do a fair share of the work around the house.

Psychologist to patient: "You spend 50% of your energy on your job, 50% on your husband, and 50% on your children. I think I see your problem".

The most important things you can do are:

- Set goals
- Plan your time with time for you personally being HIGH on the list!
- Get the family to help out which is not easy.
- Relax extra high standards of cleanliness and tidiness if you can bring yourself to do so!
- You must be able to say "NO!"

Life can become so hectic that you may regret working at all and feel terribly guilty. You might need to

# PAMPER YOURSELF

The following list is adapted from Dr. Edmund J. Bourne (in *The Anxiety and Phobia Workbook*) and it illustrates the importance of becoming a good parent to yourself. As long as you don't overspend money, it can increase your self-esteem and remind you that you are worthy of having some good things in life.

# **Cheap and Easy Things**

- 1. Take a warm bath.
- 2. Eat breakfast or supper in bed.
- 3. Have a bubble bath.
- 4. Go to a pet store and just play with animals (or a zoo).
- 5. Go for a walk somewhere nice.
- 6. Stop and smell some flowers.
- 7. Get up early and watch the sunrise.
- 8. Watch the sunset.
- 9. Take your time.
- 10. Relax with a good book and/or soothing music.
- 11. Rent a video, preferably humorous.
- 12. Play some music and dance to it by yourself.
- 13. Go to bed early.
- 14. Camp outside under the stars, even in your own backyard.
- 15. Take a mental health day off work paid or not.
- 16. Fix a special dinner just for yourself. Light the candles.
- 17. Call a good friend or several.
- 18. Take a scenic drive.
- 19. Meditate.
- 20. Browse in a book or record store. Take as much time as you want.
- 21. Buy a stuffed toy and play with it.
- 22. Write yourself a love letter and mail it.
- 23. Feed the ducks. Go to the park.
- 24. Go to a museum.
- 25. Allow more than enough time to complete tasks in a certain day or time period.
- 26. Do some puzzles.
- 27. Borrow inspirational books from the library.
- 28. Write a letter to an old friend.
- 29. Keep a diary of your accomplishments and your goals.
- 30. Buy some fragrant lotion and put it all over your body.
- 31. Masturbate as long as it doesn't make you feel guilty.
- 32. Exercise.

# Things That Cost Some Money

- 1. Have a manicure or pedicure.
- 2. Take a massage.
- 3. Go to a nice restaurant.
- 4. Buy yourself a rose or a whole bunch of flowers.
- 5. Take a trip.
- 6. Buy new clothes.

# **QUESTIONNAIRE FOR ANGER**

1. What are your earliest memorie	s of your parents' anger?		
. What were you told about your own anger?			
3. What types of events make you	angry?		
4. What situations make you angry	4. What situations make you angry?		
5. What people make you angry?			
6. How do you feel about expressi	ng anger to your parents?		
7. How do you feel about expressi	ng anger to your spouse?		
8. How do you feel about expressi	ng anger to your children?		
9. How do you feel about expressir	ng anger to your friends?		
C	Aggressive Assertive Complaining Joking		
12. Do you get angry so you don't	have to talk about problems?		
13. Do you use anger to make oth	ers feel guilty or punish them?		
14. Do you use anger to cover up other feelings?			
15. What do you gain from being a	ingry?		
16. How does it help your life?			

17. What might you gain from giving up some of it?

# **DEPRESSION and 'BURNOUT'**

Everyone has 'the blues' occasionally, but *depression is* a potentially very serious, and sometimes fatal, illness. Some of its symptoms are similar to those of anxiety, and you may have a depression as well as 'stress'. More people suffer depression than any other single illness.

In depressed people there are six times as many marriage failures, three times as much alcoholism, two or three times more heart attacks. And obviously almost all suicides are suffering from depression.

# **Key Symptoms include:**

- Tiredness severe or long lasting, with no obvious cause
- Waking early in the morning usually after poor quality, disturbed sleep
- Feeling agitated, but too tired to actually do anything
- Lack of concentration, slow thinking and forgetfulness
- Loss of enjoyment and interest in things
- .• Having no hope for the future
- Feeling useless, guilty, constantly thinking about failures
- Not wanting to be around people. Being afraid to risk rejection
- Significant change in appetite or weight
- Long standing pain of any kind, including headaches
- Total loss of interest in sex
- Excessive concern about physical health
- Excessive use of alcohol and non-prescription drugs
- Thoughts of suicide

# **CAUSES**

In 4th Century, Hippocrates described a condition which 'darkens the spirit and makes it melancholy'. It was thought to be caused by bodily humours and 'black byle'.

Groups of brain cells act to keep the body moods and cycles in order like the crystal in a watch. These regulators control the body using chemicals called *norepinephrine* and *serotonin*. The way they act together (which is not fully understood yet) determines what sort of mood we are in.

Although there's usually no single cause, these factors alone or in combination are the main influences:

**Reactive** - You feel depressed as a result of something bad that happens. Everyone feels sadness and grief when they lose someone or something they love - this is normal. But people easily become depressed if they suffer many losses at some stage in life. The feelings of grief don't lift - then you may be dealing with a true depression..

# **Endogenous**

Depression with no obvious outside reason can feel like a blue or black fog dropping down over one's life. It can result in a 'vicious cycle', because if you can't function well, life is more difficult. This leads to a greater feeling of hopelessness - and then in turn to more depression.

# **Hidden Emotions**

In some cases depression is the result of deeply buried, powerful emotions such as anger, or guilt which is way out of proportion to anything you might have done. It is a common result of childhood abuse and violence, or perhaps *any* significant negative childhood experiences, such as being ignored or 'put down' by a parent.

**Long Lasting Stresses** can combine with existing psychological or biological weaknesses to create a depression. The important factor is a sense of *powerlessness* over the stresses.

## **CHILDREN**

Children may show symptoms of depression, often related to death of a loved one, or moving away from friends and school. Symptoms include: Changes in behaviour, no interest in previously enjoyed hobbies, school problems, disturbed sleep, and physical complaints such as constant headache or stomach aches. In children who show such symptoms or whose performance in class changes suddenly, it pays to remember depression as a possibility.

# **FINDING SUPPORT - A Summary**

Most teams win more 'at home" - and as a teacher you'll know that if you have a supportive crowd in the staff room - and socially - you'll cope better with the stresses of modern teaching.

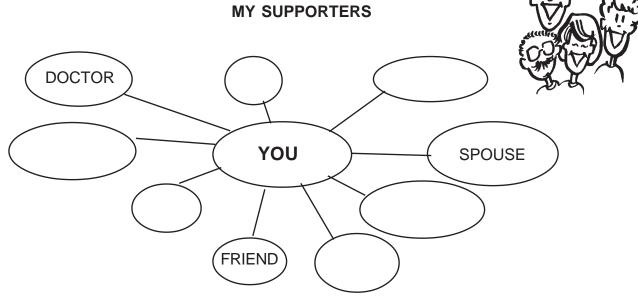
# . Relationships and Love

Work hard at developing and maintaining close relationships, especially with your family. Try to have a small number of close friends. Pick ones who think positively and intend to be in control of their lives rather than those who just complain

# Counselling and therapy.

Your 'personal coach'. Counsellors can't solve all your problems, but it helps to be listened to, supported and reassured, and learn new ways of thinking and acting

- Modelling. Find someone who has overcome similar problems and copy them
- **Belief System**. Having faith in some 'greater being' makes people stronger and happier it's an extra dimension to life which can give you a source of positive thoughts and energy



# WHO WOULD YOU TALK TO IF YOU:

Were feeling lonely or depressed?
Had a CRISIS?
Needed to be motivated or 'fired up'?
Needed just to talk or blow off steam?
Needed to feel better about yourself?
Needed someone to share a hobby, sport or other interest?
SOME QUESTIONS to think about.
Do you give more support to people than you get?
Do you 'overload' one or two people in your life?
Should you look for someone else for another need in your life?

# BE A STRESSWINNER!

### LIGHTEN **MENTAL ATTITUDES** THE 'BACKPACK' Altruism. BE YOUR OWN STRESS MANAGER 1. Understand stress & Get your STRESS 'VISOR' in place. You feel Deliberately symptoms the way you think, so Choose your attitude doing good deeds 2. We've all got 'faults'! Re-Rational and Positive Thinking. duce: stressful emotions: Describe problems accurately. Anger, Guilt, Fear. Dump Select attitudes of: Optimism, Flexibility, stressful habits: Perfection-Persistence, Learning ism, Procrastination **Happiness** (a choice - even under stress) 3. Build Self-Esteem. **Humour & SKILLS FOR** Laughter. LEARN **STRENGTH** RELAXATION **COMMUNICATION:** Reduce overall tension. sleep well, cope better. Assertiveness • Slow,regular breaths, push • Listenina out tummy, let breath out · Resolving Conflict. slow, smoothe, complete Let muscles relax, from top **MONEY** to bottom MANAGEMENT Picture-relaxing places & activities TIME See yourself beating **MANAGEMENT:** problems. Find a Purpose · Set Goals • Balance your Life • Plan your Time Stop Procrastinating DIET **WORRY WELL PHYSICAL** Write worries down Put in categories STRENGTH • EXERCISE - Aerobic (running, biking), Strengthening (weightlifting) . Sports Be fit - you're more relaxed & stronger. Get addicted! PROBLEM-SOLVE • DIET -Balanced. Less caf-Brainstorm feine & alcohol. Eat less at Make good Decisions night • SLEEP - Routine. Deep relaxation, fantasies. Don't lie in bed & worry - Get up! TIME THE 'HOME CROWD' SUPPORTERS · Relationships and Love Make time for something active. Counselling/Therapy Use all senses Your personal coach. . & abilities • Beliefs. Faith in something 'higher'