Living Well with Stress

Participant Guide

shepell

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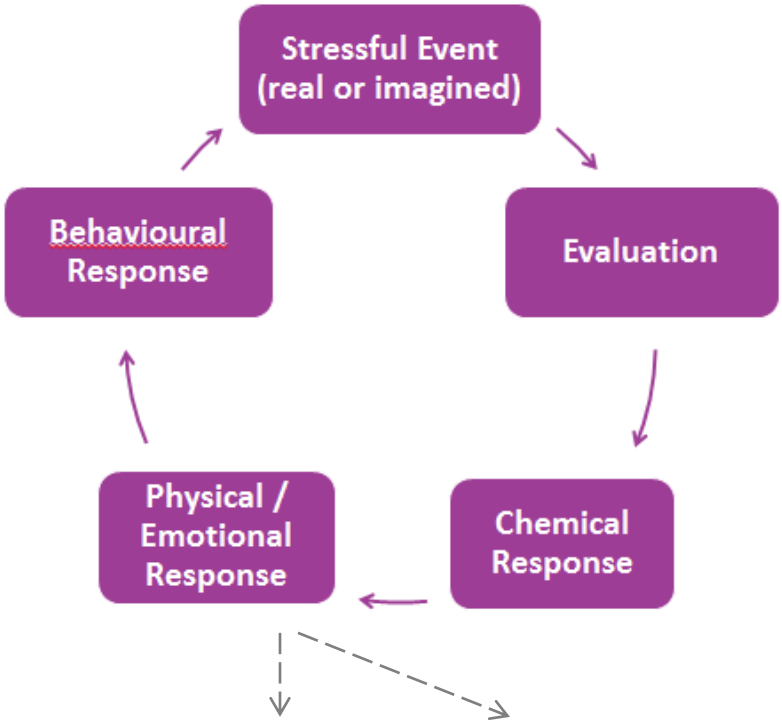
The "Fight-or-Flight" Response



Increases to:	**Decreases to:**
• Muscle tension • Blood pressure • Breathing rate • Heart rate • Mental alertness • Emotional anxiety • Blood sugars and fats • Metabolism	• Digestion • Immune system • Mental creativity • Emotional stability • Sex hormones

Source: Adapted from Eli Bay Beyond Stress Program

What is Causing You Stress?

Check off all of these examples that apply to you!

Mind	**Body**
☐ Making mistakes ☐ An embarrassing situation ☐ Lack of creativity under pressure ☐ Negative attitude exacerbates situation ☐ Worrying about something ☐ Not receiving approval from others ☐ Having to do something you don't want to ☐ Someone getting upset with you ☐ Feeling that you've been treated unfairly ☐ Feeling overwhelmed ☐ Already being upset over something else	☐ Fatigue ☐ Illness or pain ☐ Physical strain of daily work/life ☐ Repetitive movement injuries from work ☐ Migraines from noisy environment ☐ Lack of sleep from a new baby ☐ Sitting/ Standing for long periods of time ☐ "Hunger Headache" from not eating ☐ Blood sugar levels create mood swings
Career	**Relationships**
☐ Conflict with manager/ supervisor ☐ Negative work environment ☐ Dealing with angry customers ☐ Concern over layoffs/ downsizing ☐ No recognition ☐ Your work violates your core values ☐ Pressure to "keep up" with skill training ☐ You don't have the right tools to do the job ☐ No creativity/ challenge ☐ No control ☐ Understaffed and overworked department ☐ Long hours ☐ Long and draining commute ☐ Pressure to meet deadlines	☐ Getting married ☐ Communication problems with spouse ☐ Lack of intimacy ☐ New baby ☐ Communication problems with kids ☐ Not enough time with kids ☐ Children are getting into trouble ☐ Health problems with family members ☐ Threat of separation or divorce ☐ Lack of meaningful friendships ☐ Tension because of family customs ☐ Disagreements over child-rearing ☐ Lack of a romantic relationship ☐ Unhealthy relationships
Finance	**Leisure/ Balance**
☐ Buying a new home ☐ Trouble paying the bills each month ☐ Not enough money to enjoy life ☐ Paying for child care ☐ Surprise repair bill ☐ Pressure to "Keep up with the Jones's" ☐ Concern over retirement savings ☐ Major financial setback/ loss ☐ Medical bills ☐ Pressure to save for children's education	☐ Moving; no personal time left! ☐ No time to relax ☐ Leisure time seems empty and unfulfilling ☐ No quiet space or place to relax at home ☐ Your personal time is always interrupted ☐ Life pressures have caused you to give up a favorite hobby for now

Controlling Stressful Situations

What are some examples of Stressful Situations that routinely occur? Can I control it?
(e.g. not being prepared for "rainy day" emergencies, not having back-up babysitters on a night out)

Example	New Positive Change
1. _____	_____
2. _____	_____

What are some examples of Negative Habits that I have that may contribute to my stress?
(E.g. avoiding a difficult conversation, procrastination due to perfectionism, being disorganized with paperwork)

Example	New Positive Change
1. _____	_____
2. _____	_____

What are some examples of poor Time Management that may contribute to my stress?
(E.g. always running late, not being able to prioritize, always saying "Yes" to everyone and over-committing)

Example	New Positive Change
1. _____	_____
2. _____	_____

Stop "Crooked Thinking"

Using the space provided, write a more positive "spin" on these crooked thoughts:

Personalization: "My co-worker looks so upset… it must be something that I did!"

_____

Magnification or Minimization: "I'm late for work… my boss won't accept that… I'm sure I'll be fired!"

_____

All-or-Nothing: "If I don't score 100% on this exam, it proves I don't know anything."

_____

Mind Reading: "My boss wants to meet with me… I know what she's thinking: I'm a screw-up."

_____

Discounting the positives: "Everyone loved my holiday cooking except Mom… I must be a bad cook."

_____

Should/Ought/Must: "A loving parent should always enjoy being with their kids. I must be a bad parent!"

_____

Blame: "Our sales team missed our quota… it's all MY fault!"

_____

Top Stress-Busting Strategies

Coping at Work	Coping at Home	Coping in General
❑ Take deep breaths ❑ Count to 10 ❑ Stretch ❑ Change what you can ❑ Reduce caffeine & sugar intake ❑ Get up early and get to work at a comfortable pace ❑ Take a walk at lunch ❑ Prioritize your tasks ❑ Plan your day ❑ Look for the positive in negative situations ❑ Be creative & flexible ❑ See the humour in life ❑ Take the stairs instead of the elevator ❑ Think positive thoughts about yourself and your abilities ❑ Avoid gossiping ❑ Get & stay organized ❑ Try to do things in advance of deadlines ❑ Strategic pauses ❑ Delegating ❑ Set tiny/realistic goals ❑ Seek Professional help ❑ Honour your own signals ❑ Call Shepell-FGI ❑ Be kind to yourself ❑ Always practice integrity ❑ Organize your paperwork	❑ Meditate/ Visualize ❑ Progressive Muscle relaxation ❑ Get enough Sleep ❑ Have a good workout ❑ Indulge in your hobbies ❑ Play solitaire ❑ Set aside time for YOU ❑ Make time for family ❑ Play with your pet ❑ Play with your kids! ❑ Play with your spouse! ❑ Make time for romance ❑ Talk to a friend ❑ Read a good book ❑ Take a walk or go jogging ❑ Listen to music ❑ Jacuzzi or massage ❑ Enjoy a hot bubble bath ❑ Read the comics ❑ Pray ❑ Maintain a fit body ❑ Make your home a great place to come home to ❑ Have a comfortable space at home that is your retreat to relax in ❑ Eliminate negative relationships ❑ Yoga ❑ Healthy eating ❑ Mindfulness ❑ Daily vacations	❑ Smile more often! ❑ Avoid procrastination ❑ Take care of your body ❑ Speak about your problems with supportive friends and family ❑ Don't sweat the small stuff! ❑ Say "No" more often! ❑ Don't put yourself down ❑ Strive for excellence instead of perfection ❑ Realize that "This too shall pass" ❑ Don't say "I had a bad day today," say "I had a character-building day!" ❑ Look good, feel good ❑ Give people the benefit of the doubt ❑ Forgive others more easily ❑ Assume the best in all situations ❑ Say "Hi" in the elevator! ❑ Learn something new ❑ Ask for help more often ❑ Skip and hum for no reason ❑ Eliminate negative habits ❑ Volunteer, & help someone more in need than you ❑ Count your blessings daily

Planning One Small Step

I will take the following action to strengthen my ability to deal with stress:

_____

I will take this action within the following timeframe:

_____

Access EFAP Services
Helpful Tools
Confidential Support
My Profile
workhealthlife.com
Explore the site and see what's new
Learn more
24/7/365
My Activity
Learn More
Explore the Manager Area
shepell
Your Employee and Family Assistance Program (EFAP) includes unlimited access to workhealthlife.com
Best regards,
Shepell
1.800.387.4765