



# Self-Care: Don't Let the Work Get You Down

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# AGENDA

01. Defining Stress
02. Fight or Flight
03. Testing Stress Levels
04. Stress Connection to Health
05. The Source of Stress
06. How to Manage it
07. Healthy Ways to Recharge



## WHAT'S STRESSING YOU OUT RIGHT AT THIS MOMENT?

1. Pending Change
2. Time Management
3. Technology
4. Job Turnover
5. Personnel Conflict
6. Other

# DEFINING STRESS

*Eustress vs. Distress*

## DEFINITION

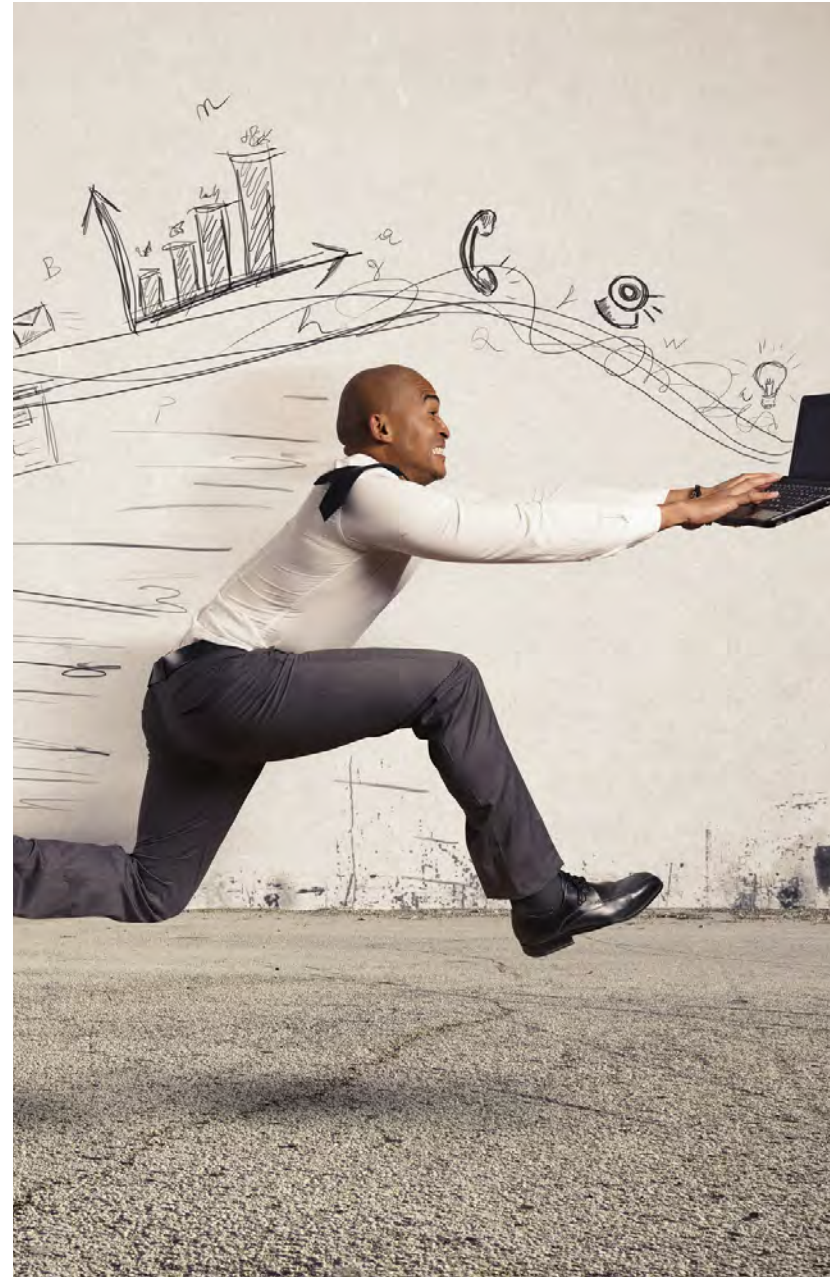
Stress is your mind's positive or negative response to stimulus.

## EUSTRESS

Good stress that can physically show up as excitement, joy, or even surprise.

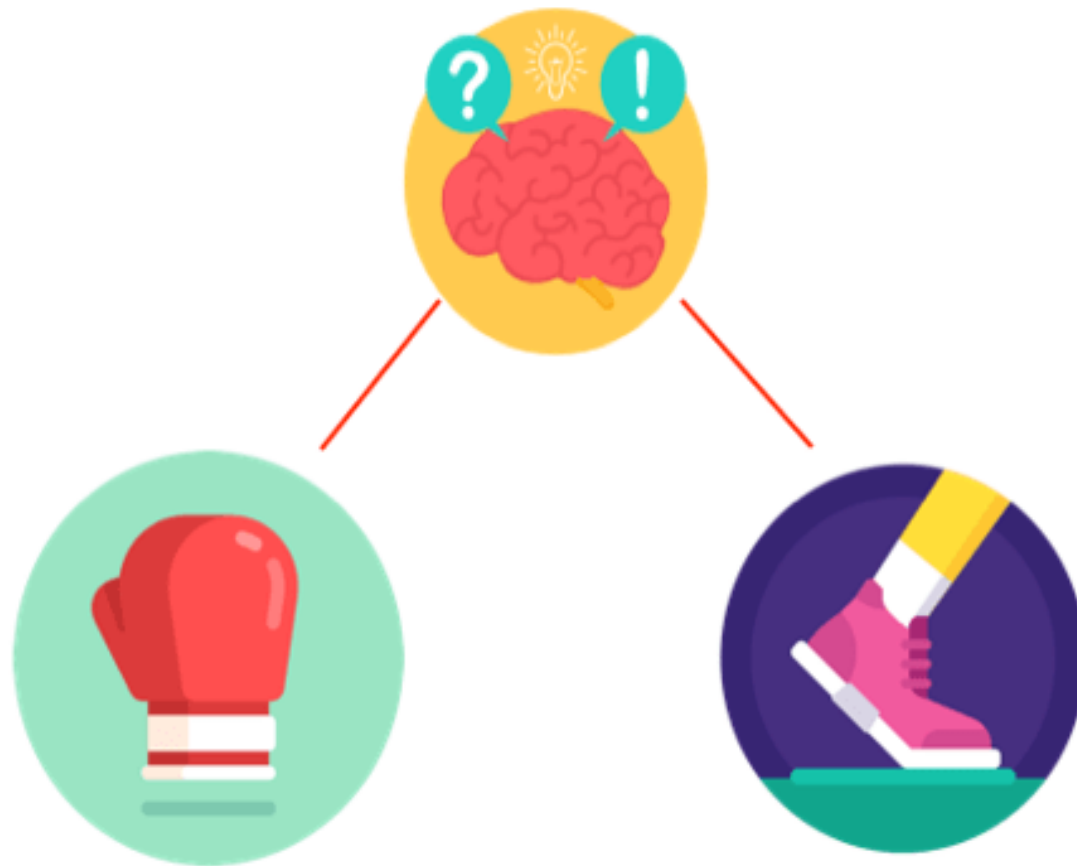
## DISTRESS

Bad stress that can physically show up as frustration, anger, and even isolation.



# FIGHT, FLIGHT, OR FREEZE

*Which do you decide more?*





# STRESS TEST

*How stressed are you right now?*

# Stress Test & Log



In the last month, how often have you?	Never 0pt	Almost Never 1pt	Sometimes 2pts	Fairly Often 3pts	Very Often 4pts
Been upset because of something that happened unexpectedly?					
Felt that you were unable to control the important things in your life?					
Felt nervous and "stressed"?					
Felt unsure about your ability to handle your personal problems?					
Felt that things weren't going your way?					
Found that you could not cope with all the things that you had to do?					
Been unable to control irritations in your life?					
Felt that you weren't on top of things?					
Been angered because of things that were outside of your control?					
Felt difficulties were piling up so high that you could not overcome them?					



# Stress Test Results

<b>Score</b>	<b>Your stress level</b>
0 to 10	Below average. Congratulations, you seem to be handling life's stressors well at the moment.
11 to 14	Average. Your life is far from stress-free so now is the time to learn how to reduce your stress to healthier levels.
15 to 18	Medium-High. You may not realize how much stress is already affecting your mood, productivity, and relationships.
19 +	High. You're experiencing high levels of stress. The higher your score, the more damage stress is doing to your mind, body, and behavior.

Keeping a stress log helps you to identify sources of stress, your reactions, and how to manage your response. Making the most of keeping a log involves:

- Recording stress-related information over a period of time,
- Reviewing the information you gather, and
- Identifying strengths, challenges, and next steps to improve how you manage stress.

Ultimately, this will help you manage stress and take care of yourself.

### Step 1: Recording Stress Related Information

Review the guide/example below to understand how to record your stress experiences. Use the following pages to create your personal stress log.

Date/Time	Stress/Event	My Response: Thoughts/Feelings/Actions	Rate My Response 1-3
<b>Guide</b> Indicate date and time	Describe the stress/event. Include enough information to provide a picture of what happened, who was involved, etc.	Describe your thoughts/feelings/actions related to the stress/event. Include enough information to provide a picture of what happened, who was involved, the steps you took to manage stress, what happened next etc.	Rate how you handles the stress (1-Not too well; 2-OK,; 3-Well)
<b>Example</b> Monday at 8am	When I arrived to work, I was unexpectedly asked to fill in for a meeting with the Administrative Official. This meant that I had to reshuffle my day, and was unable to work on another upcoming project.	I was already feeling pressure to get to my project, and there has been significant changes since I started working. This change made me feel anxious, frustrated, and ill-prepared. I thought- why me? Can't someone else do it? I always seem to have to pick up when someone else has dropped the ball. So, I just held in my feelings, and attended the meeting while still fuming.	1

<b>Date/Time</b>	<b>Stress/Event</b>	<b>My Response: Thoughts/Feelings/Actions</b>	<b>Rate My Response 1-3</b>

## Step 2: Review the Information You Gather

Review your complete stress log and list the types of stressors you experienced and your responses to stress. Examine this information and note any common themes.

Types of Stressors	Frequency
Example: Paperwork and extra, unexpected demands on my time.	1

My Stress Responses	Frequency
Example: Anxiety, frustration, holding feelings inside	1

My most common stressors are: \_\_\_\_\_

\_\_\_\_\_

My most common stress responses are: \_\_\_\_\_

\_\_\_\_\_

### **Step 3: My Strengths, Challenges, and Next Steps**

All of us experience challenges in managing stress. When we are stressed, it is difficult to see our own strengths and how well we are coping. By looking at both your strengths and challenges that emerge from your stress log information, you can plan next steps for improving how you manage stress and take care of yourself.

- **My Strengths:** What I did well in managing stress?

*Example: I did not let my feelings of frustration interfere with being an active participant in the meeting.*

- **My Challenges:** What are my challenges in managing stress?

*Example: Holding my feelings inside is not healthy for me.*

- **Next Steps:** What I might include in my action plan?

*Example: I would like to practice taking deep breaths to calm myself and communication with my supervisor about my feelings.*

# My Weekly Action Plan For: \_\_\_\_\_

What am I going to do? \_\_\_\_\_

How much am I going to do, or how often will I do it? \_\_\_\_\_

When am I going to do it? \_\_\_\_\_

What might get in my way? \_\_\_\_\_

What can I do to make it easier to reach my goal? \_\_\_\_\_

Week of: \_\_\_\_\_

**I did it!**

**What worked, what didn't**

<b>Monday</b>		
<b>Tuesday</b>		
<b>Wednesday</b>		
<b>Thursday</b>		
<b>Friday</b>		
<b>Saturday</b>		
<b>Sunday</b>		

# INTERPRETING THE SCORE

*How stressed are you right now?*

Score	Your stress level
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# WHY STRESS MANAGEMENT IS NECESSARY

## HOW STRESS AFFECTS THE BODY

### BRAIN

Difficulty concentrating, anxiety, depression, irritability, mood, mind fog

### CARDIOVASCULAR

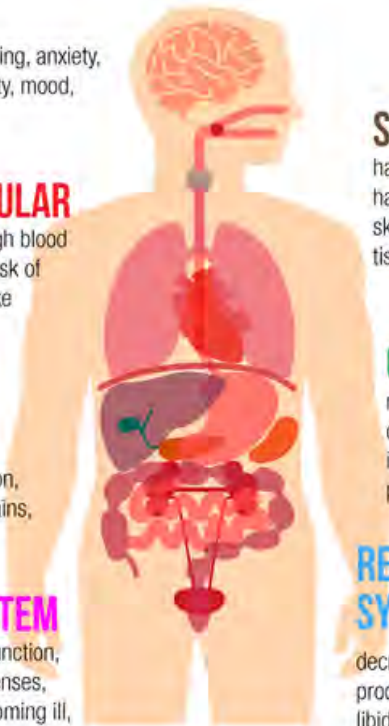
higher cholesterol, high blood pressure, increased risk of heart attack and stroke

### JOINTS AND MUSCLES

increased inflammation, tension, aches and pains, muscle tightness

### IMMUNE SYSTEM

decreased immune function, lowered immune defenses, increased risk of becoming ill, increase in recovery time



### SKIN

hair loss, dull/brittle hair, brittle nails, dry skin, acne, delayed tissue repair

### GUT

nutrient absorption, diarrhea, constipation, indigestion, bloating, pain and discomfort

### REPRODUCTIVE SYSTEM

decreased hormone production, decrease in libido, increase in PMS symptoms

## PHYSICAL BODY

Stress has been called "the silent killer", often leading to high blood pressure, chest pain, and irregular heartbeats.

75-90% of adult visits to primary care physicians are for stress related problems.

The most common complaint world-wide is a mixture of anxiety and depression.

## MINDSET

While experiencing stress, your mind can become muddled and filled with negativity. This increases lack of motivation at work, but can also seep out into your personal life.

## RELATIONSHIPS AT WORK

It's been argued that it can "lessen office conflict, work dissatisfaction, and the feeling of being stuck or emotional un-inspired" (Siviris & Leka, 2015).

People will want to be around you!



# PHYSICAL RESULT OF EXCESS STRESS

*Have you experienced any of these symptoms before?*

Frequent headaches, jaw clenching or pain	Gritting, grinding teeth	Stuttering or stammering	Tremors, trembling of lips, hands	Neck ache, back pain, muscle spasms	Light headedness, faintness, dizziness	ringing, buzzing or "popping" sounds	Frequent blushing, sweating
Cold or sweaty hands, feet	Dry mouth, problems swallowing	Frequent colds, infections, herpes sores	Rashes, itching, hives, "goose bumps"	Unexplained or frequent "allergy" attacks	Heartburn, stomach pain, nausea	Excess belching, flatulence	Difficulty breathing, frequent sighing
Sudden attacks of life threatening panic	Chest pain, palpitations, rapid pulse	Excess anxiety, worry, guilt, nervousness	Increased anger, frustration, hostility	Depression, frequent or wild mood swings	Increased or decreased appetite	Insomnia, nightmares, disturbing dreams	Difficulty concentrating, racing thoughts
Trouble learning new information	Forgetfulness, disorganization, confusion	Difficulty in making decisions	Feeling overloaded or overwhelmed	Frequent crying spells or suicidal thoughts	Feelings of loneliness or worthlessness	Little interest in appearance, punctuality	Nervous habits, fidgeting, feet tapping
Increased frustration, irritability, edginess	Overreaction to petty annoyances	Increased number of minor accidents	Obsessive or compulsive behavior	Reduced work efficiency or productivity	Lies or excuses to cover up poor work	Rapid or mumbled speech	Excessive defensiveness or suspiciousness
	Problems in communication, sharing	Social withdrawal and isolation	Constant tiredness, weakness, fatigue	Frequent use of over-the-counter drugs	Weight gain or loss without diet	Increased smoking, alcohol or drug use	





# STRESS LOG

*Understanding your triggers and reactions*



# REVIEW: MANAGING THE STRESS



## ACKNOWLEDGE IT

Don't hold in (or fear) those feelings, take a moment to acknowledge them



## LOCATE THE SOURCE

Once you've acknowledged them, identify where they are coming from, and why?



## BEGIN YOUR STRESS MANAGEMENT PRACTICE

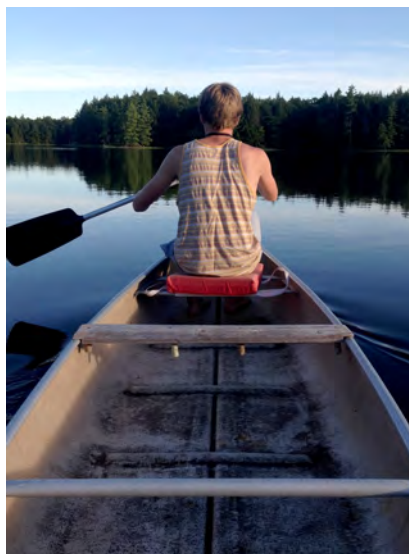
Whether it's something you can or can't control, it's best for you to dive deeper your stress management practice to take your power back.

# HEALTHY WAYS TO RECHARGE

1 Go for a walk



2 Spend time in nature



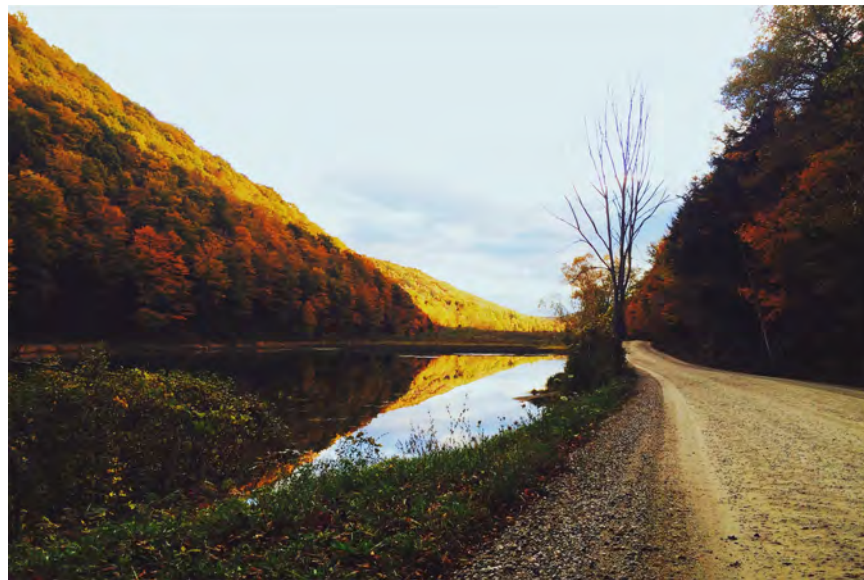
3 Call/visit a good friend



4 Sweat it out with a good workout



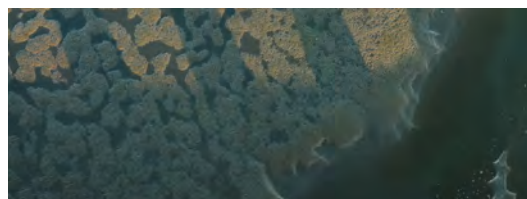
5 Write in journal



6 Eat something good for you



7 Meditation & Mindfulness



# WAYS TO RECHARGE AT WORK

- 1 Walk during lunch break
- 2 Regularly Stretch
- 3 Rely on connections with people in similar positions
- 4 Keep positive images around your desk
- 5 Help someone or ask for help
- 6 Practice breathing exercises at your desk



REMEMBER THAT

**"The key to winning back your time is to be more effective at being rather than doing.**

**You were created to be a human being, not a human doing!"**

REMEMBER THAT

**"If you don't like something,  
change it. If you can't change it,  
change your attitude."**



**THANK YOU FOR PARTICIPATING**

Presented By:  
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