



Self-Care: Remaining Resilient

Presenter

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Larry Waxman is a Licensed Professional Counselor practicing in Raleigh, North Carolina and has been practicing counseling for the last 15 years. He completed his undergraduate degree at Bowling Green State University in Ohio and his master's degree at John F. Kennedy University in California. He holds a master's degree in counseling psychology with an emphasis on holistic studies.

While completing his master's degree he learned extensively about the mind/body connection. Larry specializes in the mind/body connection and emphasizes the importance of this work in his practice with others utilizing relaxation techniques, meditation, mindfulness, and grounding exercises.

During his spare time, Larry enjoys spending quality time with his family and playing and watching sports. While living in California, he played semi-professional baseball. He is also an avid reef keeper and has a saltwater coral reef aquarium.

Learning Objectives

- Recognize the physical and emotional signs of stress
- Assess your own life balance situation
- Reduce the stress of transitioning from home to work
- Create an effective family unit
- Implement time management skills
- Become mindful of the benefits of self-care

Survey

Which statement best describes your response to stress?

- A. I take a deep breath and move ahead
- B. I smile and think, "Oh well..."
- C. I get angry and vent to anyone who will listen
- D. I cry and want to run and hide
- E. I think about solutions to the problem

Stress: Good or Bad?

The answer...BOTH good and bad!

Good Stress

- Contributes to productivity
- Contributes to success



Bad Stress

- Drains productivity
- Negatively affects ability to focus



The Effects of Stress on You

- Emotional
- Cognitive
- Behavioral
- Physiological



Symptoms of Stress

- Headaches
- More frequent cold or flu
- Sleep problems
- General anxiety
- Problems concentrating
- Frustration
- Constant fatigue or low energy
- Sweaty hands or feet
- Pounding heart



More Symptoms of Stress

- Temper outbursts
- Moodiness and irritability
- Increased aggression
- Hyperventilation
- Inability to concentrate
- Compulsive eating
- Inability to relax
- Increased defensiveness
- Constant inner tension



Finding Balance

- List all of the activities and responsibilities that you are dealing with in both your personal and professional lives
- Approximately how much time do you spend per week on each?
 - Work/career
 - Home/family
 - Spirituality
 - Community/service
 - Time alone
 - Friends
 - Education
 - Exercise/nutrition/sleep

Determining Work–Life Balance



Determining Work–Life Balance

- Does it mean a 50/50 balance?
- Achievement and enjoyment?
- How can you work with the parameters of your current situation to ensure that everyone, including yourself, is benefiting?
- What areas specifically need balancing?
- In what ways is your strategy working well?
- What would you like to change?

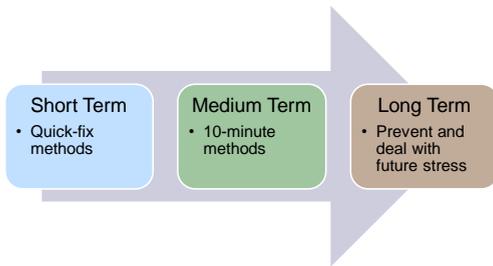
Unbalanced = Stress

Identify and accept that you are stressed.

Then deal with it in three phases:

- Short term
- Medium term
- Long term

How to Deal With Stress



Coping With Extreme Stress

Don't let stress rule your life.

- Concentrate on caring for yourself
- Talk about it with other people
- Keep your schedule as routine as possible
- Allow time for hobbies
- Participate in physical fitness activities
- Utilize spiritual resources
- Do not turn to alcohol, tobacco, caffeine, or sweet foods
- If you can, postpone major life decisions
- Don't hesitate to accept help

Tips to Reduce Stress at Work

- Improve time management/organizational skills.
- Relax/breathe deeply.
- Take frequent short breaks.
- Lighten up.
- Spend time with optimistic people.
- Learn to listen.
- Change your environment.
- "Don't sweat the small stuff."
- Get more sleep.
- Find a mentor.



Source: <http://management.about.com/od/yourself/ht/ReduceStress05.htm>

Quote

“Time is the scarcest resource; unless it is managed, nothing else can be managed.”

Peter Drucker



Survey

My biggest issue with time management is...

- A. Planning
- B. Following a schedule
- C. Prioritizing
- D. Multitasking
- E. All of the above
- F. None of the above

The Time Management Process

| | |
|-----------------|--|
| Plan | <ul style="list-style-type: none">• Specify goals. |
| Organize | <ul style="list-style-type: none">• Arrange activities to achieve your goals. |
| Staff | <ul style="list-style-type: none">• Ask for help.• Take advantage of supportive programs.• Delegate tasks. |
| Direct | <ul style="list-style-type: none">• Use positive reinforcement.• Reward yourself. |
| Evaluate | <ul style="list-style-type: none">• Monitor your attitude and behavior.• Track accomplishments. |

Effective Delegation at Work

1. Determine tasks
2. Choose the right person
 - Request; don't order
 - Give clear expectations and outcomes
 - Provide proper tools and training
 - Give sincere recognition
3. Accept that it may be done differently



Effective Delegation at Home

Strategies for Home: Getting Chores Done

- Call a family meeting.
- Combine tasks.
- Rotate which tasks get completed.
- Use incentives.
- Use natural consequences.
- Lower your standards.
- Use the "10-minute" system.
- Consider hiring a cleaning service.



Effective Delegation at Home

Strategies for Work and Play

- Use discretionary time
- Set limits
- Communicate your needs
- Get support
- Be supportive



Tips for Maintaining Balance

- Distinguish between what can be controlled and what cannot be controlled
- Remember that maintaining balance is an ongoing process
- Regularly discuss how effectively each party is balancing work and personal priorities
- Keep your sense of humor and keep it in perspective

Balance

Balance in relationships is necessary.

However, self-care is the most important thing.
You have to take care of yourself.



Taking Care of Yourself – Stress Reducers



Taking Care of Yourself – More Stress Reducers

- Schedule downtime.
- Try to maintain routines.
- Know your limits.
- Get support.



For More Assistance

Please contact your Employee Assistance Program (EAP)

Thank You

Questions?

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