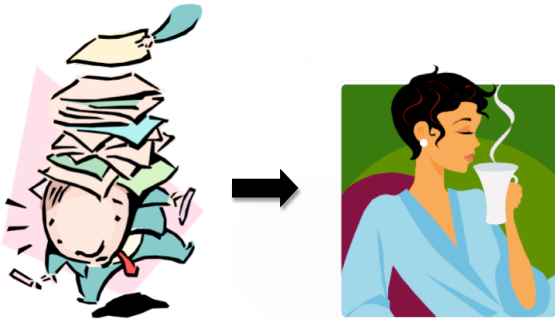


## Transforming Stress

Strategies for Dealing with Stress, Overwhelm & Anxiety



**Constant Hine**  
**Horizons In Learning - *Transform From InSight Out***  
*Coaching & Training to help you achieve quality outcomes and sustainable change.*

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## Dealing with Stress, Overwhelm & Anxiety


### 7 Basic Principles


1.  $E + R = O$  Increase "Response–Ability"
2. Focus on what you want - What you focus on expands
3. Reframe perceptions to empower
4. Start where you have choice.
5. Change happens one response at a time – Never Give Up.
6. Slow down to accomplish more.
7. Prioritize and attend to what's next.

### Self Management Practices

## Reframe Stress

*Stress is...the result of demands and  
a person's ability to respond to demands*

1. Reduce demands 

2. Increase Ability to respond to demands 

3. Reframe perceptions & responses 

### Prevention & Intervention 10 Tools & Strategies

1. REmember – Write it down
2. Heart Coherence – Calm down
3. Do 1 thing at a time – Slow down
4. Self Reflect to reframe perceptions
5. Mental Billboards - Focus on what you want
6. ExpAND
7. Act, Don't React
8. Aim for QUALITY, not perfection
9. Eliminate nonessentials, Clarify essentials
10. Go Within: Empty, Calm, Think, Act



## Heart Coherence

### Heart Focus

Put your hand on the center of your chest and focus your attention on the area of your heart.

### Heart Breathing

Imagine your breathe flowing through this area, breathe gently and deeply and evenly about 6 times.

### Heart Feeling

Continue breathing through this area. As you do so recall a positive feeling, a time when you felt good inside, or an appreciation or care toward a speial person, pet or place you enjoy. Allow yourself to feel this good feeling. Once you've found a positive feeling or attitude, you can sustain it by continuing your Heart Focus, Heart Breathing, and Heart Feeling.

## Self Management Practices

# EXPAND

Ask for help

Negotiate

Delegate

## Self Management Practices

### Four Step Process to Go Within

## Empty/Calm/Think/Act

**Step 1: "Empty out":**

**Step 2: Calm the mind, senses and emotions**

**Step 3: Think from your higher intelligence – ask questions.**

**Step 4: Action**

*For further information contact:*

**Modern Day Meditation (800) 338-3788  
[www.meditatehere.org](http://www.meditatehere.org)**

## Self Management Practices

### Mental Billboards



Develop new habits and change unwanted habits.

**Identify the habit/behavior you want to change. Imagine a new positive mental image of the way you would like to be or behave.**

Whenever you find yourself on the verge of going back to this unwanted behavior...

**Imagine a large bright billboard reminding you of the positive behavior**

**Focus on what you want Clarify it, visualize it, write it, read it.**



Instructions:

1. Choose an **Event** (other person, circumstance) that you find challenging.
2. Write the current undesirable **Outcome** (results, experience) that you usually have regarding this Event.
3. List your current **Response** (thought, feeling or action) to this Event that is producing the current Outcome. What do you think, feel or do when this Event happens?

Challenging E	<b>Current</b> Current Response	Undesirable Outcome
E +	R =	O

1. Identify what desirable **Outcome** you would like to have or experience regarding the exact SAME Event you find challenging.
2. Identify at least one perception, belief, attitude, thought, feeling or action you can change to be able to **RESPOND** more positively and effectively to this **Event** to get the desirable outcome you want? (Ideally identify 3 possible alternative **Responses**.)

Same Challenging E	<b>Future/Potential</b> Alternative Responses	Desirable Outcome
E +	R =	O



Challenging E	Current Current Response	Undesirable Outcome
E +	R =	O

Same Challenging E	Future/Potential Alternative Responses	Desirable Outcome
E +	R =	O

# Transform Stress: Make Choices

## Domains of Responsibility for Self Management

- All stress and external demands can't be stopped, but you can **make choices in the areas you have control – yourself.**
- Manage the internal demands we make of ourselves – practice self control.
- The following are suggestions and choices for strategies to manage stress. Check (✓) the strategies that you believe will be helpful for you.

### PERSONAL CHOICES

Physical	Mental	Emotional	Spiritual
<input type="checkbox"/> Exercise	<input type="checkbox"/> Reframe 'self talk'	<input type="checkbox"/> Do something you enjoy every day.	<input type="checkbox"/> Identify your heart's desire
<input type="checkbox"/> Take the stairs	<input type="checkbox"/> Examine your expectations	<input type="checkbox"/> List what you are grateful for.	<input type="checkbox"/> Participate in a spiritual community
<input type="checkbox"/> Get enough sleep	<input type="checkbox"/> Use positive messages to yourself and others	<input type="checkbox"/> Release emotions appropriately	<input type="checkbox"/> Meditate
<input type="checkbox"/> Eat and drink sensibly	<input type="checkbox"/> Reframe perceptions	<input type="checkbox"/> Talk to friends	<input type="checkbox"/> Study and practice relaxation techniques
<input type="checkbox"/> Drink water	<input type="checkbox"/> Focus on desired outcomes	<input type="checkbox"/> Calm your senses and emotions	<input type="checkbox"/> Take time to be in nature.
<input type="checkbox"/> Muscle relaxation	<input type="checkbox"/> Mental imagery relaxation.	<input type="checkbox"/> Build positive relationships with family, friends and colleagues.	<input type="checkbox"/> Pray
<input type="checkbox"/> Take body breaks throughout the day.	<input type="checkbox"/> Don't work at lunch	<input type="checkbox"/> Spend quality time with loved ones	<input type="checkbox"/> Chant
<input type="checkbox"/> Walk at lunch	<input type="checkbox"/> Take a break from work/ "doing" once a week.	<input type="checkbox"/> Ask for help	<input type="checkbox"/> Take prayer walks
<input type="checkbox"/> Deep breathing	<input type="checkbox"/> Watch a movie	<input type="checkbox"/> Spend time with pets.	<input type="checkbox"/> Mantras
<input type="checkbox"/> Biofeedback	<input type="checkbox"/> Read a book	<input type="checkbox"/> List your strengths and successes	<input type="checkbox"/> Spend quiet, peaceful time alone
<input type="checkbox"/> Dance wildly		<input type="checkbox"/> Listen to music	<input type="checkbox"/> Attend retreats
<input type="checkbox"/> Take a bath			<input type="checkbox"/> Read inspiring books
<input type="checkbox"/> Walk the dog or play with a pet			
<input type="checkbox"/> Laugh a lot			



## Horizons In Learning

Name \_\_\_\_\_

Topic: \_\_\_\_\_ Date: \_\_\_\_\_

### Goal Action Plan:

**Focus Area, Problem or Topic:**

**Goal:** What would I like to accomplish or to change based on today's session?

**Target date to achieve this goal:** \_\_\_\_\_

**Motivation – Why bother?**

**Plan:** What specific next action steps will I take to accomplish my goal?

ACTION	Target Date	Done! ✓
1.		
2.		



*Topic:* \_\_\_\_\_

### Self Reflection

1. What did you appreciate about today's session?
  
  
  
  
  
  
  
  
  
  
2. What is important to you about whatever you appreciated or found valuable?
  
  
  
  
  
  
  
  
  
  
3. What difference or purpose will this make to you, how might your life be different or better?

### Workshop Evaluation

What will you use or what do you want to apply or what is your next step?

Keepers....What worked?

Rethink...What didn't work? What could presenter do to be more effective and add value to this workshop?

Comment: