2018 Goals
1.
2.
3.
Hello Pot ....

.... Meet Kettle
What are YOUR priorities?

- Family
- My S.O.
- Friends
- Growth
- Intelligence
- Belonging
- Money
- Making a difference
- Solitude
- Health
- Self-care
- Creativity
- Authenticity
- Excitement
- Philanthropy
- Community

- Wisdom
- Fun
- Growing
- Influencing Others
- Compassion
- Faith
- Self-respect
- Stability
- Honesty
- Knowledge
- Recognition
- Solitude
- Travel
- Leading
- Adventure
- Balance
- Leaving a legacy
- Taking risks
- Contributing
- The outdoors
- Time
- Integrity
- Play
- Love
- Change
- Independence
- Passion
- Freedom
- Experimentation
- Success
- Free time
- Contentment

<table>
<thead>
<tr>
<th>My energy levels</th>
<th>Physical health</th>
</tr>
</thead>
<tbody>
<tr>
<td>How inspired I’m feeling</td>
<td>My feelings and emotional health</td>
</tr>
<tr>
<td>Fun and play</td>
<td>Organization and simplicity</td>
</tr>
<tr>
<td>Self-honesty</td>
<td>Being challenged and stretched</td>
</tr>
<tr>
<td>Peace &amp; Quiet</td>
<td>Learning and personal growth</td>
</tr>
<tr>
<td>Feeling heard or seen</td>
<td>Money and finances</td>
</tr>
<tr>
<td>Feeling accepted and understood</td>
<td>Connection to myself</td>
</tr>
<tr>
<td>My friendships</td>
<td>Relaxation and pampering</td>
</tr>
<tr>
<td>My physical appearance</td>
<td>Something else I value (fill in):</td>
</tr>
<tr>
<td>Feeling loved and appreciated</td>
<td></td>
</tr>
<tr>
<td>My environment (home, work, car, etc)</td>
<td></td>
</tr>
</tbody>
</table>

What is stressing YOU out?

You can use the handout provided to complete a self-check-in, rating your satisfaction and jotting down ways to address each.
What is stressing YOU out?
What is stressing YOU out? (Work related?)

• Digital overload
• Open office space/work space
• Constant interruptions
• Not always being in control of our day

What is stressing YOU out?

12% Of US workers have called in sick due to stress
1 million US workers absent each day due to stress

78% At least one symptom of stress
62% Routinely have work-related neck pain
80% Of workers feel stress on the job; 42% say coworkers need help

Rate average level of stress in past month:

4.9/10 5.3/10

34% have difficulty sleeping

4.9/10 money
6.6/10 work
5.4/10 family
5.0/10 health & economy

$300 billion lost annually

Accidents
Absenteeism
Workers’ compensation
Legal costs
Medical costs
Insurance costs

APA Stress Snapshot, 2015
https://www.stress.org/workplace-stress/

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Stephen Covey:
7 Habits of Highly Effective People

<table>
<thead>
<tr>
<th></th>
<th>Urgent</th>
<th>Not Urgent</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Important</strong></td>
<td>Crises, Medical emergencies, important meetings, project deadlines</td>
<td>Relationships, health &amp; exercise, personal growth, preparation, prevention</td>
</tr>
<tr>
<td><strong>Not Important</strong></td>
<td>Trivial interruptions, random phone calls/emails</td>
<td>Wasting time, various trivia/gossip, busywork, “escape” activities</td>
</tr>
</tbody>
</table>
Identify & Acknowledge Stress

• Stress isn’t always bad.
  • Can be protective/anticipatory: **fight or flight**
    • Sympathetic nervous system reaction/hormones
      norepinephrine and epinephrine released in
      response to a perceived threat
  • Can help us perform: **deadlines & duties**
    • Creating urgency and motivation to complete a task,
      maintain focus, energy, alertness, and even strength.
  • **Natural causes/short lived** – can be either!
    • Travel, falling in love/weddings, change, being a
      beginner, having a child, holidays
GOOD STRESS, BAD STRESS: HERE’S HOW TO FIND YOUR SWEET SPOT.

Too little stress keeps you from reaching your potential. Too much stress can harm your health.

The Difference Between Good and Bad Stress

Stressors — from work deadlines to raising kids to workouts — aren’t intrinsically good or bad. And your response is unique each time.

**Positive Response**
- Inspired, energized, motivated
- Focused and alert
- Explore edges of comfort zone
- Balance stress, rest, recovery
- Learn, grow, get stronger

**Negative Response**
- Weak, worried, demoralized
- Distracted and scattered
- Don’t challenge yourself
- Not enough rest/recovery
- Cortisol and adrenaline go up
- Possible muscle loss, fat gain
- Blood sugar, immunity, metabolic, sleep, sex hormones disrupted

HOW DO YOU HANDLE STRESS?

Some factors are intrinsic but most you have some control over.

<table>
<thead>
<tr>
<th>PERMANENT</th>
<th>CAN BE SHAPED/BUILT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GENETICS</strong></td>
<td><strong>ENVIRONMENT</strong></td>
</tr>
<tr>
<td>Stress-resistant</td>
<td>Often outdoors,</td>
</tr>
<tr>
<td>Practiced at handling stress</td>
<td>in nature</td>
</tr>
<tr>
<td>Moderate</td>
<td>Spend time with</td>
</tr>
<tr>
<td></td>
<td>loved ones</td>
</tr>
<tr>
<td></td>
<td>Strong</td>
</tr>
<tr>
<td>Calm yourself when emotional</td>
<td>Go with the flow,</td>
</tr>
<tr>
<td></td>
<td>Proactive,</td>
</tr>
<tr>
<td></td>
<td>Confident,</td>
</tr>
<tr>
<td></td>
<td>Agile,</td>
</tr>
<tr>
<td></td>
<td>View stress as a</td>
</tr>
<tr>
<td></td>
<td>challenge to rise to</td>
</tr>
</tbody>
</table>

| **CURRENT STRESS LOAD**          | **SUPPORT NETWORK** |
| Very high or very low            | Strong              |
|                                  | Calm yourself when  |
|                                  | emotional           |
|                                  | Go with the flow,   |
|                                  | Optimistic,         |
|                                  | Proactive,          |
|                                  | Confident,          |
|                                  | Agile,              |
|                                  | View stress as a    |
|                                  | challenge to rise to|

| **HISTORY**                      | **COPING ABILITY**  |
| Practiced at handling stress     | Calm yourself when  |
|                                  | emotional           |
|                                  | Go with the flow,   |
|                                  | Optimistic,         |
|                                  | Proactive,          |
|                                  | Confident,          |
|                                  | Agile,              |
|                                  | View stress as a    |
|                                  | challenge to rise to|

| **LESS STRESS TOLERANT**         | **ATTITUDE**        |
| Stress-prone                     | Overwhelmed by      |
| Little practice with stress      | emotions            |
|                                  | Trouble adapting,   |
|                                  | Pessimistic,         |
|                                  | Reactionary,         |
|                                  | Not confident,       |
|                                  | Paralyzed,           |
|                                  | View stress as a     |
|                                  | problem to avoid     |
Identify & Acknowledge Stress

Chronic stress cause & effect:

- Mental health
- Physical health/diagnoses including:
  - Heart disease
  - Diabetes
  - Cancer
  - Skin irritations/inflammation
  - Autoimmune issues
  - Digestive problems
  - Chronic or acute pain & arthritis
  - Asthma
  - Change in sex drive
- Reproductive issues
- Sleep issues
- Memory issues
- Decreased productivity
- Challenged relationships
- Decreased quality of life

4 A’s of Stress Relief (Mayo Clinic)

Changing the Level of Your Stressors

• Avoid
  • Take control of surroundings
  • Avoid people who bother you
  • Learn to say no
  • Ditch part of your list

• Alter
  • Respectfully ask others to change their behavior and be willing to do the same
  • Communicate your feelings openly – using “I” statements
  • Manage your time better
  • State limits in advance

Increasing your ability to cope/demonstrate resiliency

• Accept
  • Talk with someone
  • Forgive
  • Practice positive self-talk
  • Learn from your mistakes

• Adapt
  • Adjust your standards
  • Redefine success and perfection for less guilt and frustration
  • Practice thought-stopping
  • Reframe the situation
  • Adopt a mantra
  • Create an assets column – things that bring you joy in your life
  • Look at the big picture
Isn’t this like our email at work?

EVERY 5 MINUTES
Interrupted thoughts & work due to incoming email

WITHIN 6 SECONDS
Response is provided to email as received

Email “may act as a stress conduit but is also in itself a potential stressor. It may impair productivity...it may escalate disputes, facilitate harassment and encourage litigation.” Those who spend more time on email report greater work overload, including feeling frustrated, stressed and emotionally drained.

Strategies to Manage & Diffuse Stress

Stop Checking Your Email So Often

- Correlations exist for:
  - Dealing with email may be associated with negative well-being outcomes
  - Those with more email have lower job satisfaction
  - Those who spend more time on email report greater work overload, including feeling frustrated, stressed and emotionally drained
  - Email improves work effectiveness, allows one to cope with stressors, but also allows for longer work hours

Research Published in *Computers in Human Behavior* [http://www.sciencedirect.com/science/article/pii/S0747563214005810]
Strategies to Manage & Diffuse Stress

Cut down the email stress!

- **Reducing the times we check**, as we can quickly delete the junk vs. diverting our attention toward it more often (think like your mail at home).
  - Check emails at set times throughout the day rather than continually throughout the day (working within departmental response time requirements)
  - Use IM if something is really urgent.

- **Respond at set times** – when you are at your best. Don’t wait until the end of day.

- **Decrease number of newsletters, listserves, etc you are enrolled in** – unsubscribe from all but your favorite or get sent in digest form (www.unroll.me).

- **Pick up the phone and make a call** – could save countless emails and miscommunication!

- **Reduce number of email folders**. Better organize.


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University of CINCINNATI
Strategies to Manage & Diffuse Stress

Social Media & the Media

• Are you a “constant checker”?

• 42% of constant checkers specifically point to political and cultural discussions as causing stress

References:

Try the 7-Day Smartphone Detox Challenge
Facebook http://bit.ly/2sDX9IA and Twitter http://bit.ly/2OGcfr have widely shared the below 7-day challenge to get you to break common habits and addictions those with smartphones often share. If you’re up to it, keep track each day of your progress with the challenge and make notes of what may be hard to accomplish!

To earn points for this challenge, simply utilize the tracker below. Upon completion of the challenge, message wellnesstoday@gmail.com or let us know you’ve completed it and we’ll submit your 10 points to the Wellbeing4UC "Earn to Add" on your account!

Which category does your fall under?

____ Constant checker _____ Frequent checker ______ I check 2-4 times per day _______ I don’t always turn my phone on

**Strategies to Manage & Diffuse Stress**

**Improve Your Sleep Hygiene**

- Limit daytime naps to 30 minutes
- Monitor stimulant intake, such as caffeinated beverages, and drink more water
- Exercise to promote good sleep, but avoid strenuous exercise approximately 1 hour before bed
- Avoid heavy/rich foods which may cause heartburn or digestive issues
- Ensure you experience natural light to promote a healthy sleep-wake cycle
- Have a regular bedtime routine
- Make your sleep environment pleasant

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University of Cincinnati
Top 5 Daily Stress-Relieving Poses

1. Child's Pose
2. Supta Baddha Konasana
3. Viparita Karani (Legs On Wall)
4. Supine Twist
5. Savasana (Corpse Pose)

Stress-Relieving Poses
http://www.independentawakening.org/a-big-thank-you-to-our-partners-moksha-yoga-studio-in-wp/

Neck Stretches
http://darebee.com/workouts.html

Stretches for anyone with tight hamstrings
https://www.pinterest.com/pin/301952349996336362/
Other Coping Strategies

- Breathing techniques
- Simply counting to 10
- Stretching at work & at home
- Journaling, painting, or other creative activities
- Replacement of negative strategies/bad habits
- Movement/exercise or dancing
- Environmental – change decorations/colors
- Disconnecting from tech
- Make silly faces/sounds
- Clean & declutter
- Play with/visit animals
- Take a bath/shower
- Go outdoors
- Learn something new
- Build connections and relationships – networking or support groups
- Time management
- YouTube videos of cats, or puppies, or whatever 😊
- Do something nice for someone
- Listen to music
- Jump on some bubbles
Four In, Four Out Slow Belly Breathing

1. Close your eyes.
2. Breathe through your nose.
3. Deliberately slow your breathing down.
4. Breathe from your relaxed belly.
5. Keep your breaths smooth, steady, and continuous.
6. Breathe in while counting slowly “1-2-3-4.”
7. Pause
8. Breathe out while counting slowly “1-2-3-4.”
Now – consider what do you want to do?

What (or whom) do you want to make time for?

How much more time do you need to find?

What (or who) takes too much of your time?

What is something that’s been lingering on your to-do list a little too long?

If given 20 minutes a day to work toward wellness, what would you do first?

What are your goals this week? Month? Year?

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What do you *Have* To-Do?
How/when will you get it done?

When you have 2 hours between events or appointments?

When you have an entire Saturday with nothing planned?
Statistically, the busy people get it done.

Those who are successfully juggling a lot have good systems for avoiding dropping balls.

...but just because you can, does it mean you should?
“But everything I do has to be done”

- Recognize what is necessary or fits in with what you want to accomplish

- Try to eliminate, delegate or streamline what isn’t necessary
How to cross more off the list: determine what’s a task vs. project!

• Task
  • Something that can be done in a single session, at a single location, and usually with a single set of resources.
  • The amount of time it takes isn’t as important as recognizing that a task can be completed in one session, whether it be five minutes or three hours, and then checked off your list.

• Projects
  • More than one task.
  • Something you want to accomplish that requires multiple sessions or multiple locations.
  • If you can’t do one “activity” and then cross it off your list, it’s a project.

https://theproducivewoman.com/whats-on-your-to-do-list-tpw130/
Your Goal(s) is a Project

• Once you know what your project is, i.e., your goal, you can break it down into tasks.

• Examples:
  
  • “I want to sleep 7 hours per night at least 5 nights a week for 4 weeks.”
    • Tasks?
  
  • “I want to pack heart healthy snacks for work throughout the month of February.”
    • Tasks?
  
  • “I want to lose 10 pounds by March 30th.”
    • Tasks?
The Rule of Three

• 3 Tasks for Today
• 3 Tasks for This Week
• 3 Tasks for This Month
• 3 Tasks for This Year

Ask yourself:
Align with goals/priorities?
What are my next steps?

Task vs. project – why does it matter?

- A project sits on your to-do list with no action taken because it hasn’t been broken down into doable tasks.
- This creates resistance, which leads to procrastination.
- We resist taking on an undefined obligation.

https://theproductivewoman.com/whats-on-your-to-do-list-tpw130/
## Example: Working From Priority

<table>
<thead>
<tr>
<th>PRIORITY (PERSONAL)</th>
<th>GOALS</th>
<th>ACTION ITEMS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Family</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Have 1 family outing per month in 2018 (and be sure to take photos of all of us too!)</td>
<td>Find an indoor location for a fun family day (March)!</td>
</tr>
<tr>
<td></td>
<td>Improve the backyard landscape by summer 2018 to help us play more!</td>
<td>Choose a weekday to leave early to go to the zoo in April (avoid crowd!)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Find something to do to honor our military for Memorial Day (May)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Decide layout we want and schedule to get quotes by end of March.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Start to prep yard in April – clean up debris, map out where things will be.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Take advantage of Memorial Day sales and get supplies in May.</td>
</tr>
</tbody>
</table>
Would you start a race without knowing how long the course was?
What would your anti-goals be?

Tim Ferriss, author of the 4-Hour Work Week shares: “what you don’t do determines what you can do.”

Charlie Munger, who works with Warren Buffet, similarly promotes “inversion” – which is looking at problems in reverse, focusing on minimizing the negatives instead of maximizing the positives.

Repa Patel, director at Leading Mindfully, shares that this “negative” approach allows us to reflect on and cut out activities that don’t align with broader goals.

Make a “done” list (why the bullet journal is so popular)
Where can you “double dip”?

At Home:
• Make one or two large meals a week that you can mix up into a variety of flavors and options and portions
• Get movement in while waiting for kids at activities or include them
• Using commercial breaks during TV shows to do movement or getting chores like laundry done at the same time

At work:
• Stand up while on the phone or in a meeting
• Drink a lot of water!
  • get up to fill cup
  • get up to use restroom
• Share your goals with a colleague – set a schedule and block time in your calendar to work on it.
Mind Full, or Mindful?
“Become more aware of what’s really worth your energy.”
Questions?

Contact: Ashley.Varol@uc.edu
Or visit our website: www.uc.edu/hr/bewelluc