

STRESS MANAGEMENT

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ATTC WEBINAR PRESENTER

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UNDERSTANDING STRESS

- Understanding Stress
- To begin, let's look at what stress is. We'll also explore how stress can
- be positive and negative, and we'll look at the Triple A approach that
- will form the basis of this workshop.

LEARNING OBJECTIVE

- Identify strategies for helping change to be accepted & implemented
- Recognize the "entryway" to Stress Overload in the Virtual workplace
- Creating an action plan for work & home to reduce and manage stress.

Referencing: The Triple "A" Approach: Alter-Avoid-Accept

Adopting the right attitude can convert a negative stress into a positive one.

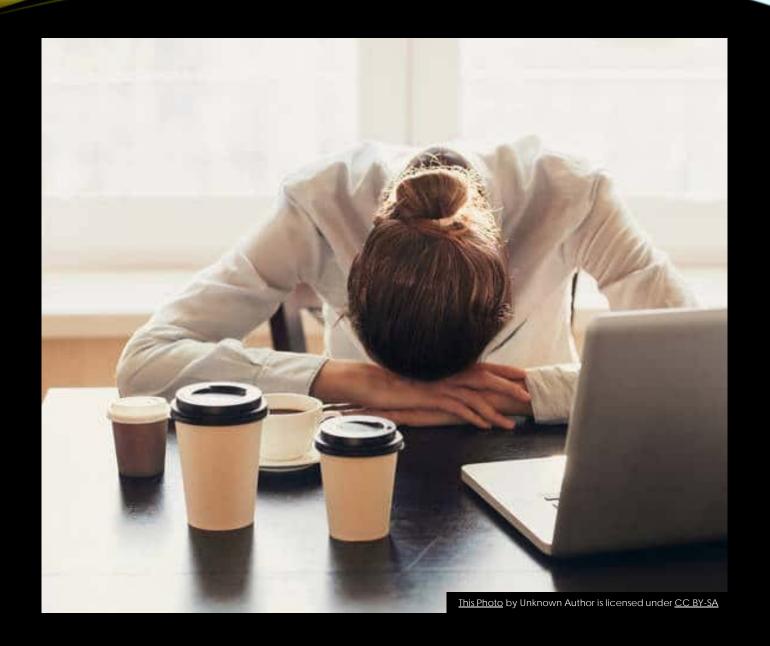
Hans Selye

WHO ALL IS IN THE ROOM?

- A. Prevention
- B. Recovery support/Peer Support
- C. Treatment
- D. Operations
- E. Other

HOW DO WE MANAGE & CHANGE

• While in the virtual workplace?



WHAT IS CHANGE?

Change is:

- an essential element of the world
- Is Inevitable

So is **CHANGE attitudinal?**

- How we handle the change, best determines the outcome, depending on the person or experience
- Some fight it...



WHAT IS CHANGE?

• Others embrace it!



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RESPONSE TO CHANGE DIFFERS

Renewed

- Independent
- Creative
- Vibrant

Denial

- Irritated
- Hesitant
- Uninformed

Content

- Useful
- □ Comfortable
- Confident

Confused

- Frustrated
- Anxious
- □ Alone

WHICH OF THE FOUR SECTIONS DO YOU CONNECT TO?

- A. 1 of them
- B. 2 of them
- C. 3 of them
- D. All 4

TAKING ON THE RIGHT "MINDSET" CAN BE A WAY

Accepting and implementing positive thoughts during the time we're affected by this new transition will be key.



WHAT IS CHANGE?

- Change is the situation: being paired with new technology, or working from home instead of the office.
- People have difficulty with the transition.

Transition, on the other hand, is a **three- phase process** people go through as they
come to terms with the new **situation that change has brought**.

Endings

We let go of something stable, known, dependable

Neutral Zone



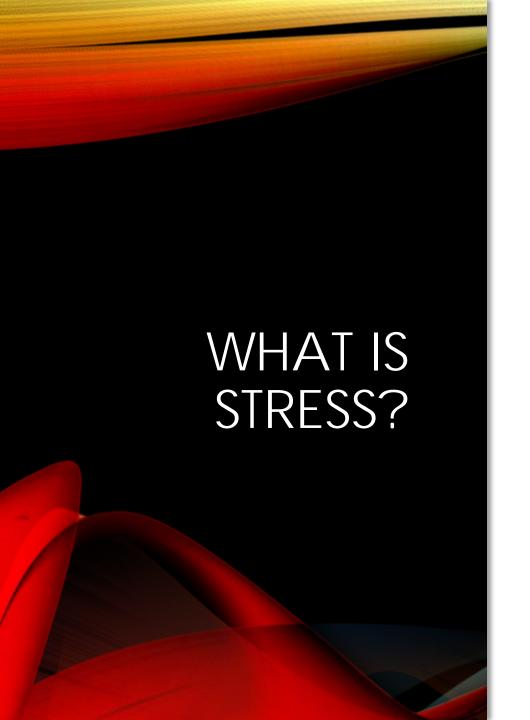
No orientation to the past or the future Beginnings

Plunge headlong into something unknown and unknowable; our own future.

WHAT IS STRESS?

The Random House Dictionary defines stress as, "physical, mental, or emotional strain or tension," and, "a situation, occurrence, or factor causing this." The word "stress "actually comes from a Latin word meaning, "distress."

Stress can be difficult to pin down because it is a very individual thing. For me, public speaking is very stressful – but it may be one of your great joys in life. Remember this during this workshop: since stress is different for everyone, your approach must be personalized, too. Typically, we interpret stress as a negative thing, but it doesn't have to be that way.





Stress is a natural and manageable part of life.



We react physically, mentally, and/or emotionally to various conditions, changes and demands of life.



The stress we experience is rooted in the "fight or flight" response.

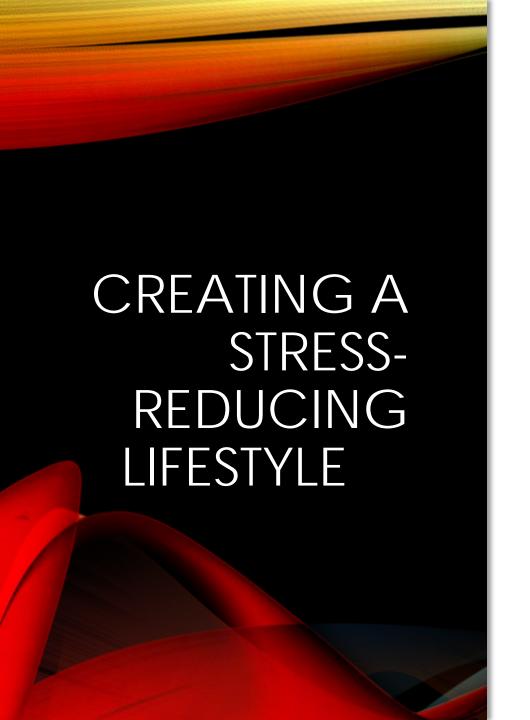


Constant demands of work or personal life can lead to stress overload.

WHAT IS EUSTRESS?

"Eustress" means stress with a positive effect. It was coined by psychologist Richard Lazarus in 1974. How can stress be positive, you ask? Think of the emotional strain caused by these positive events:

- Winning a race
- Being a new parent
- Riding a rollercoaster
- Watching a scary movie
- Planning and preparing to go home for a holiday, moving to new job.





Proper Nutrition



Exercising Regularly



Sleeping Well

UNDERSTANDING THE TRIPLE A APPROACH

In this workshop, we will give you three main ways to approach stress. It is important to remember that you have a choice! You can choose to:

- Alter the situation or your approach to it.
- Avoid the situation.
- Accept the situation.

Before we explore this approach, however, let's look at the foundation of a low-stress lifestyle.

ALTER MY ATTITUDE

- The first A
- Identifying Appropriate Actions
- Creating Effective Actions

With Transition I MUST:

- o Give up something to get something. I gave up old familiar desktop. I will...
- o Unlearn what I knew about familiar programs, and adjust to things that are very different. But I will...
- o Temporarily give up my cushion of comfort, and I will ...

ALTER OUR MINDSET ABOUT TRANSITION

Benefits:

- <u>New Mind:</u> **Surrendering** your mind to its full and complete potential of all **transitions** working in your favor.
- New Mind: Things will work itself out, they always do.
- Other postives: Eliminating the pet care time & replacing with company and makes me get outside and exercise

Outcomes:

- Ears to hear and eyes to only see what is good for you.
- Less fearfulness and a level of peace to here and now
- Less anxious and worried
- Pass on the positive information to those connected to use & life
- More apt to figure it out or lay it down until we can.

PROBABLY STRESS ENTRYWAYS

Connecting with colleagues:

Isolation

Feeling overwhelmed

Overeating

Frustration and Fear of relapse

Breaking routines to meet work & Family needs

OTHER POSSIBLE ENTRYWAYS TO STRESS OVERLOAD

Lack of Sleep

Work Overload Pressure
-To intense or
- last to long

Fear

Crammed schedules

Conflicts

Isolation

Anxiety

The Unknown

AVOID THE STRESS THAT COMES WITH TRANSITION

Stress and anxiety are close companions that often trigger each other. Stress comes from that certain circumstances should not be happening.

Anxiety stems from the feeling that something should be happening, which is not. In both stress and anxiety, our inner experience is that we want to be somewhere other than where we are.

As we grieve for what we are letting go of...it's our birthright to transform our thinking to what serves us best and let go of what no longer serves us.



Why creating a plan is so important?

CREATING A PLAN TO REDUCE AND MANAGE STRESS



Because the plan is going to be a **catalyst** to helping reduce our stress level by **adding coping skills**, that will not only increase our levels to a healthy mental state, but also help us physically.



It will likely relieve us from uneasiness and worry, but **your plan can be utilized as a go to** when we are feeling overwhelmed.



As we understand that <u>each plan</u> will be <u>different for</u> <u>each person</u>, we all must <u>do what works individually</u> <u>best</u> for us

HOW MUCH TRAINING HAVE YOU RECEIVED ON WORKPLACE WELLNESS?

- A. None
- B. Some
- C. Tons
- D. Need more

COPING SKILLS: REACTING TO TRANSITION

• **Journaling** – It's ideal to write down your thoughts and innermost feelings about your day.

In addition I want you to see this process to looking back and identifying <u>what may be</u> <u>triggering your stress overload</u>. This coping skills may <u>increase</u> your mood and <u>decrease</u> your anxiety levels.

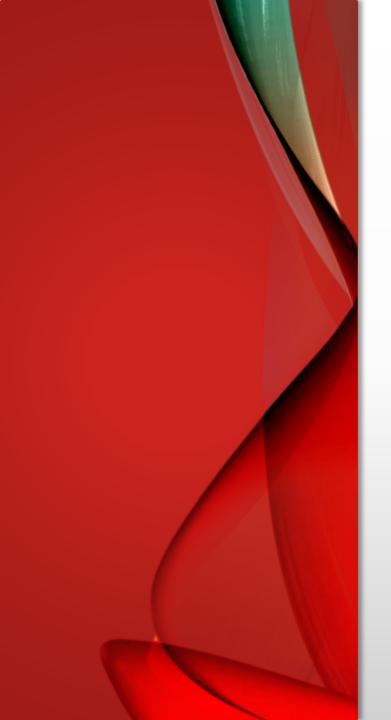
- Exercise Take a mindful walk on your lunch break.
- Music- listening to music while working. Pow wow, ceremonial, country, pop, hip hop, flute, etc. Calm yourself even more by listening to music you know the lyrics to.

STRESS MANAGEMENT: MORE OF WHAT TO DO

- Laughter create a "Folder of Laughs", Eating your lunch and watching your favorite 30 minute Fully TV show.
- Massage at the beginning, middle or end of your workday give yourself a hand or foot massage (chair, or foot massager).
- Meditation/ Replace worry with a mindful-mini-vacay
- Try to maintain as much of your routines and normalcy as possible.

TALK ABOUT IT...

- Effective communication is a key component to this process as well
- Doing Check-Ins with your co-workers, therapist, or a good friend when you realize your stress levels have gone up will help.
- Effectively communicating to our **network** can relieve some of the pressure by talking out our challenges and our workload.
- This is the **problem solving** needed to reduce the stress.
- <u>Reciprocating</u> that act of kindness via Facebook, video chat, and/or texting keeps you social and steers you away from becoming a "work from home hermit."



MAKE A MENTAL NOTE

- It is not uncommon to be a Health Care Provider in long-term recovery.
- A part of <u>prevention</u> means encouraging ourselves to utilize the same resources & education we often provide to our clients.

MORE OF MAKING A MENTAL NOTE

- As we continue to <u>educate</u> ourselves on wellness in the workplace, it is always important to remember, to stay on top of our resources that are available to us with regards to self-care.
- Keeping our resources at arms length and being mindful of our feelings are imperative when preventing relapse.

Self-care is our priority!

"Put Your Mask on First!"

ACCEPTING THE SITUATION

- The Third A
- Identifying Appropriate Situations
- Creating Effective Actions

ACCEPT: AND DO THE WORK

- "The only Zen you find on the tops of mountains is the Zen you bring up there."
- ~Robert M. Pirsig

- These coping skills and strategies:
- Are likely to boost your morale
- Are likely to help you become gentler with yourself,
- Will likely help you become more positive,
- Stay connected on how you're feeling
- Are helping with giving you the support you need.

ACCEPT Transition to Change

Adapting and Overcoming the Fear

- Change your perspective
- Put the past behind you
- Have realistic expectations
- Mindfully adjust your attitude
- Get more information
- Be part of the change

ACCEPT Transition to Change

Adjusting Your Attitude

- Each stressful experience you have <u>prepares</u> you for one in the future
- The better you become at handling stressful experiences, the more **resilient** you become

ACCEPT Transition to Change

Resiliency in the Virtual Workplace-

- Proactive Take care of you
- Flexibility Everything may not happen the way you want it, but understand that it's just a comma and not a period.
- Organized Lists, reminder apps, planners, etc.

THE TRIPLE "A" APPROACH

Alter

Help Attune our attitude regarding the Transition

Avoid

"Stress Overload" by Acknowledging what raising our stress levels & Create the plan that keeps us from walking through the Entryway.

Accept

The transition by using the coping skills and making the effort to change behavior.

If you don't like something, CHANGE IT.

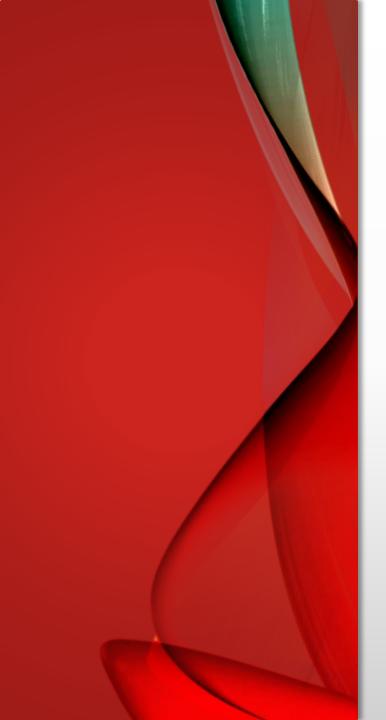
If you can't change it, CHANGE YOUR ATTITUDE

DIFFERENT PERSPECTIVES

Some say, "Work **and the virtual workplace** causes most of our stress."

Others say, "The greatest stressors come from our personal lives."

In reality, it depends on what's happening and how we respond based on our attitude.



RESEARCH

 A 2018 Harvard University Study found that people who are given the freedom to "work from anywhere" were 4.4% more productive than those who have a more rigid workplace requirements.

Navigating the work/life balance issues and figuring out **how best** to get your virtual job done in a healthier way:

Don't become a work from home hermit...but don't be overly social.

Establish boundaries

 You've set boundaries with friends and family, but you also need to set them for yourself: it's incredibly easy to watch the workday stretch into your personal life when you work from home.

Fear the fridge: beware of the "Freelance 15". Grab something Healthy.

These are some of the questions you can ask yourself in order to identify your level of stress overload.

What are some possible signs of stress overload?

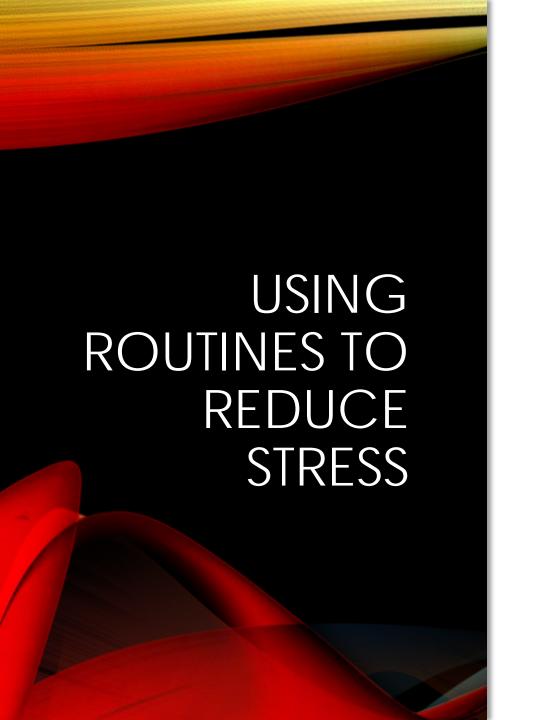
RECOGNIZING STRESS OVERLOAD

How has this isolation affected your normal routine/daily living?

Have you noticed a change in your physical or emotional well being?

What coping skills/techniques are you using in order to minimize your anxiety?

How are you able to maintain the isolation and social connection?





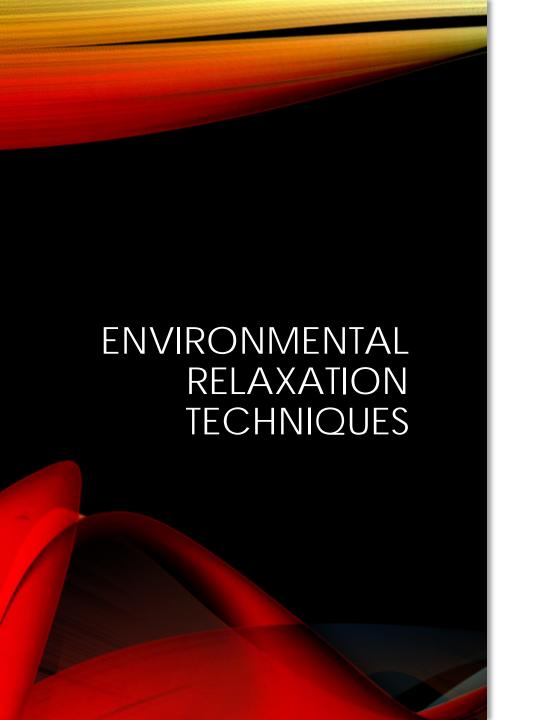
Planning Meals



Organizing Chores



Using a To-Do List

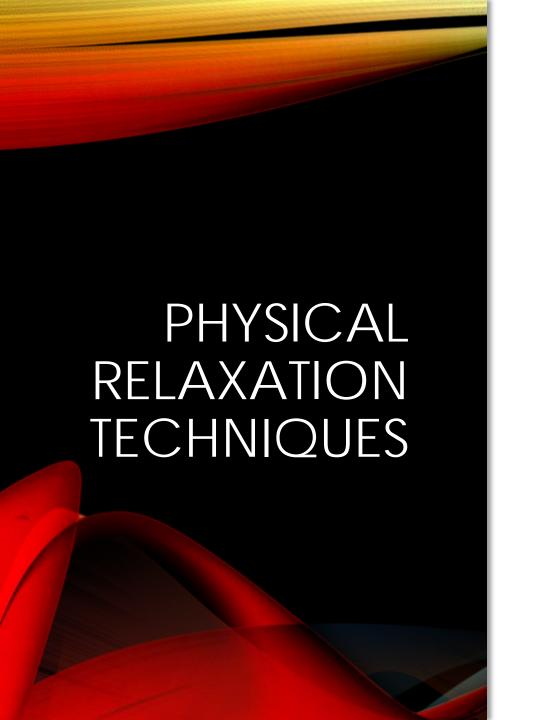


Finding Finding a Sanctuary

Using

Using Music

Seeing Seeing the Humor



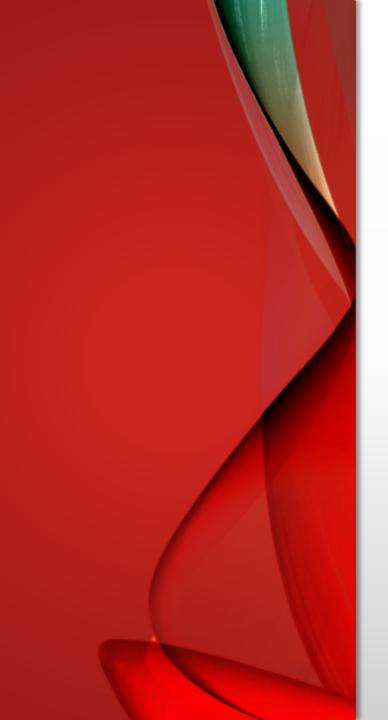
Soothing Stretches

Deep Breathing

Tensing and Relaxing

Butterfly Hugs a/k/a Tapping

Meditation



STRESS IS AN INEVITABLE SOURCE OF LIFE

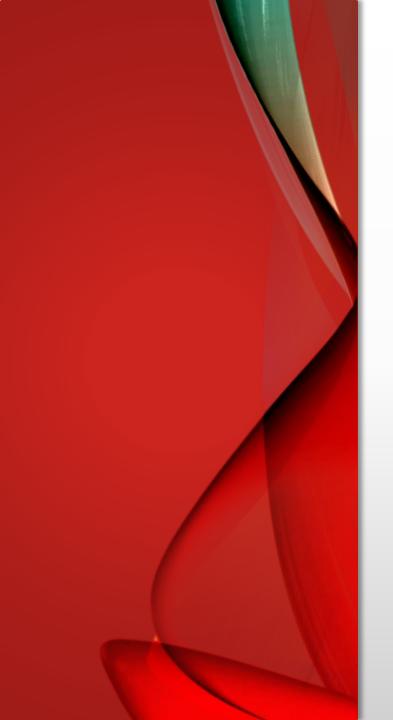
 Family and relationship conflicts, finances, looking for or starting a new job or resuming your old one, health worries — these are just a few of the many stressors you'll likely be dealing with during recovery. Unfortunately, stress is a normal and unavoidable part of life, including part of living a sober life. So that means learning new, healthier ways to deal with tension and frustration.

RELAPSE TRIGGER

 Stress is a common trigger for every type of addiction; the more stress you're under, the more likely you'll seek an escape from it. Whether that means of escape is drugs, alcohol, food, unhealthy sexual behavior, gambling or something else, or multiple things. According to the National Institute on Drug Abuse (NIDA), medical specialists believe that stress is the leading cause of relapse back into drug abuse as well as smoking.

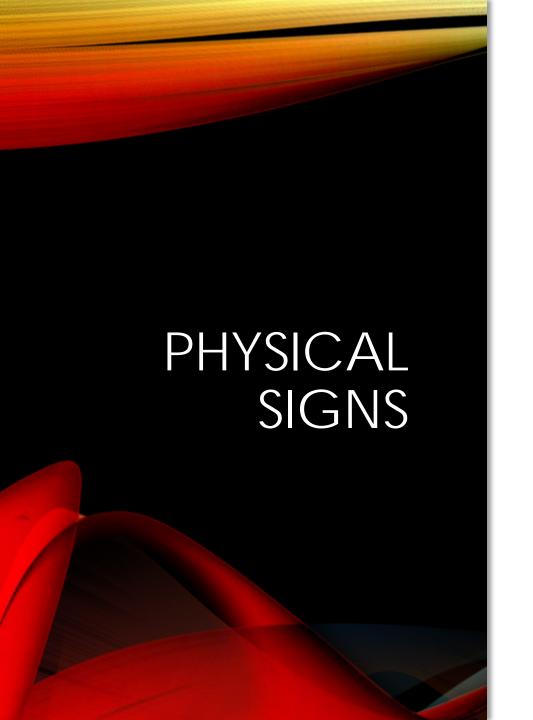
STRESS BODY RESPONSE

 The effect of stress on the body is complex, touching nearly every major system. When we experience tension-filled situations our bodies automatically release hormones designed to allow us to react to danger, the classic "fight or flight response." When we feel threatened, veins in the skin constrict to send more blood to the major muscles that allow us to flee or defend ourselves. That physiological response serves us well if we're running from a bear or need to pull a child out of harm's way quickly. But when stress levels get out of control — meaning they are severe and/or chronic — it takes a serious toll on your body.



DENIAL OF STRESS

 Unchecked or poorly managed stress can be a slippery slope back to self-medicating, but by listening to your body and becoming aware of the signs of stress you can reduce your risk of relapse. Here are some of the ways your body is telling you that you need to de-stress, according to the American Psychological Association.



Headaches, muscle tension, neck or back pain

Upset stomach

Dry mouth

Chest pains, rapid heartbeat

Difficulty falling or staying asleep

Fatigue

Loss of appetite or overeating "comfort foods"

Increased frequency of colds



Lack of concentration or focus

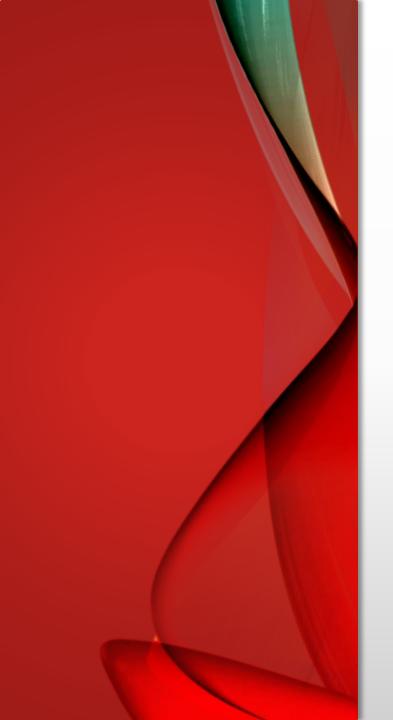
Memory problems or forgetfulness

Jitters

Irritability

Short temper

Anxiety



TAKING POSITIVE STEPS

• While stress is inevitable, you can take positive steps to acknowledge and defuse daily stressors so they're no longer a tipping point into relapse. The most effective stress management often comes from making healthy lifestyle changes, and, when necessary, working with mental health professionals. Here are a few practical ways to lower stress and increase your chances of staying sober:

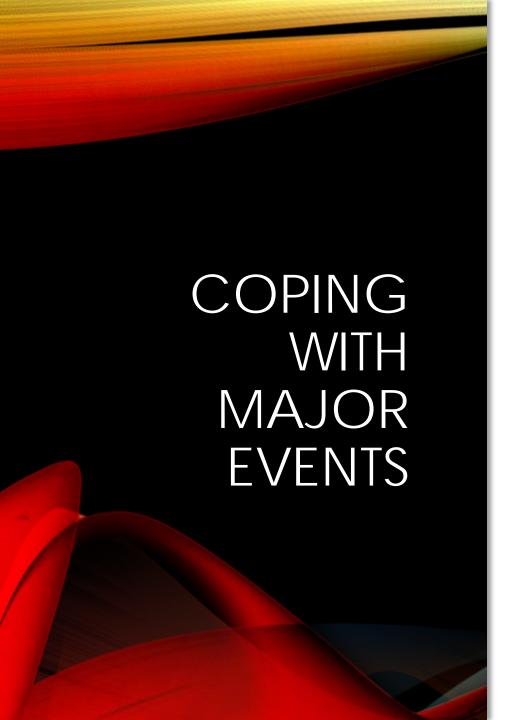
REDUCE CAFFEINE, ALCOHOL, & REFINED SUGAR

Try to reduce your consumption of drinks containing caffeine or alcohol. These are stimulants, so they increase your stress levels. People tend to use alcohol to alleviate stress but unhealthy coping mechanisms like drinking or drugs just replaces one problem with another. Try to replace caffeinated drinks with water, natural fruit juices, and herbal teas. Green tea contains less caffeine than coffee, has healthy antioxidants, and contains an amino acid that calms the nervous system. Refined sugars are wellknown for giving your body a temporary boost and then causing an energy crash, which leaves you feeling tired and irritable.



MANAGE YOUR TIME

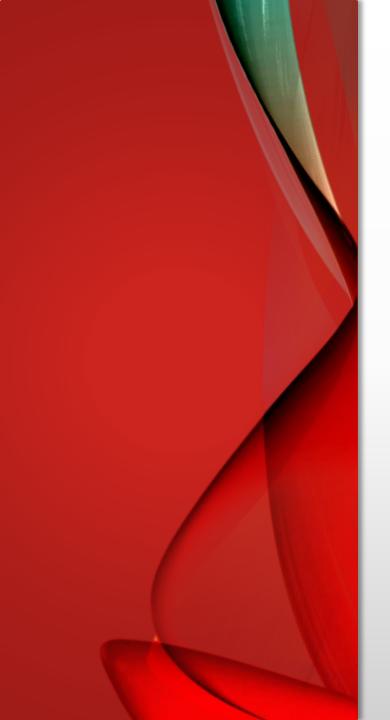
Especially for the first 90 days of recovery — the period in which you're most likely to relapse — it's essential to streamline your day and manage your time. Too many duties, chores, assignments, projects or to-do lists that you draw up and fail to complete will only serve as a major source of stress. Eliminate all but essential recovery activities, like 12-step meetings or counseling, from your daily schedule. If you wind up with only one or two things you simply must do, that's a great start. It's also important to add some margin for days when nothing seems to go as planned.



Establish a Support System

Creating a Plan

Knowing When to Seek Help



TALK TO OTHERS

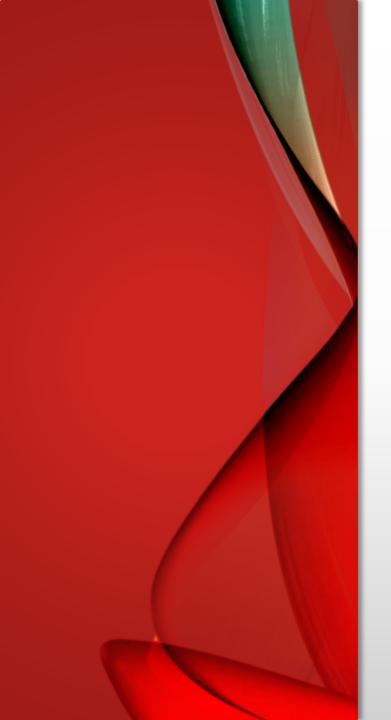
Expressing your feelings to others can help to reduce your stress levels. When you feel stressed, take a break and call a friend. A reassuring voice that makes you feel nurtured and understood will help you to keep your problems in perspective. If you don't want to talk to family members or friends, talking to a therapist may help. If talking to someone else is not an option, then giving yourself a little pep talk may help.

TALK IT OUT

Bottled-up emotions increase frustration and stress, so it's important to share your feeling with a friend, family member, counselor or sponsor. Talking with someone else can help clear your mind of confusion so you can focus on problem-solving. Ask the person for pointers and even how they handle setbacks and discouragements. Similarly, it's important to distance yourself from any loved ones, friends or co-workers who don't fully understand addiction or support your recovery efforts. If you're not in the mood to talk, consider journaling. Writing down your thoughts and feelings (and what's causing your stress) can be a way to let out those emotions so you can move on to a happier state of mind.

MAKE IT A PRIORITY TO DO SOMETHING YOU ENJOY

Some people enjoy pursuing hobbies like music, art, or gardening. Others find enjoyment in solitary activities like meditation or walking. Don't give up on your favorite activities because of the stress and pressure in your life. Taking a break and listening to some relaxing music or pulling up some weeds in the garden may be exactly what you need. The break will enable you to return to a stressful situation with a different perspective and a renewed state of mind.



SMILE AND LAUGH

Laughter goes a long way to reducing stress because it releases endorphins and decreases excess levels of cortisol and adrenaline. Laughing can trick your nervous system into making you feel happy. What you are experiencing inside your brain is often reflected on your face. A smile or a laugh can immediately help to relieve the tension. Watch your favorite comedy and feel your stress dissolving as you laugh your way through it.

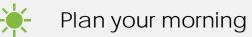
IDENTIFY STRESSORS IN ADVANCE

What's most likely to be a source of stress for you? For example, is it running late, a looming work deadline or a relationship conflict? How can you plan ahead so you feel better? Could you leave a few minutes earlier or set your alarm 15 minutes for an earlier wake-up time? Is it possible to prioritize projects better, or be sure not to overcommit to more than you can handle? Decline an invitation to avoid a potential confrontation? Having a game plan ahead of time means that you don't have to be thinking perfectly in order to choose well at a vulnerable moment.





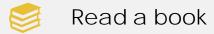




Pamper yourself: chamomile tea, aromatherapy (lavender)

Stretch your body and get comfortable

Journal your thoughts/ sleep diary – write down worries



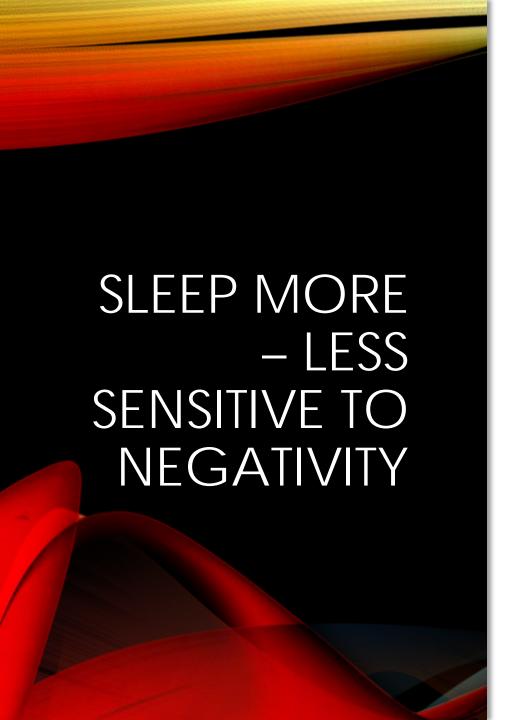
SLEEP HYGIENE

Stress can affect your ability to sleep, but lack of sleep is also a fundamental cause of stress. It's a vicious cycle that's hard to break. Your brain and body are out of whack and even when you feel tired, you may toss and turn for hours. Try turning off the TV earlier, dimming the lights and giving yourself some time to unwind and relax before going to bed. Getting enough sleep is essential to fuel your mind and body. If you feel exhausted, it may cause you to think irrationally, and this only increases your stress.



GET A GOOD NIGHT'S SLEEP

Solid slumber — which for most people is seven to eight hours of shut-eye per night — can do wonders for your mood and your ability to manage stress. That's because sleep restores body and mind. And, in fact, the sleep-stress cycle works both ways: Unmanaged stress can interfere with sleep by making your mind and body more alert, aroused and awake.



Sleep helps our bodies to recovery from the day and repair themselves.

Sleep helps us to focus and be more productive.



CHOOSE A STRESS-LOWING ACTIVITY

When you feel tension creeping in get busy exercising, playing music, cleaning/organizing, baking or reading – whatever helps you to feel relaxed.



TAKE A DEEP BREATH

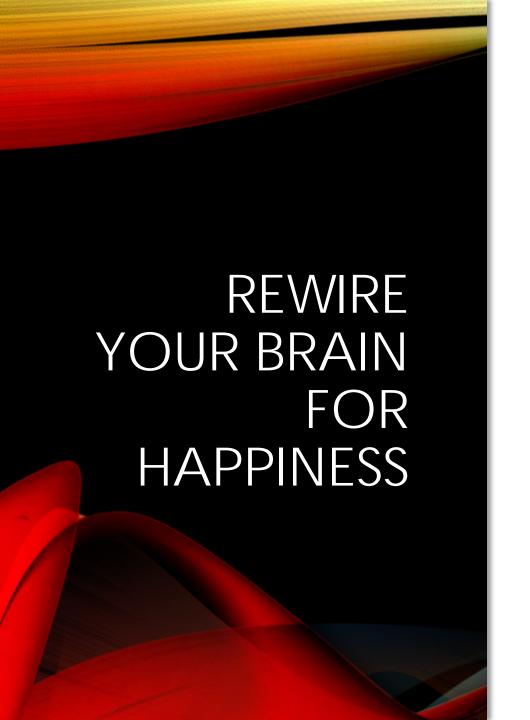
Formally practicing deep breathing whenever you feel angry, upset, frustrated, stressed or anxious is an excellent way to reduce those negative feelings and calm yourself down. You may even considering scheduling a few "deep breathing breaks" into your day. Start with five minutes in the morning and five minutes in the afternoon.

TRY YOGA

Yoga is a form of exercise that combines specific postures with breath work and meditation. It can be done almost anywhere; take a class at a local fitness center or yoga studio, or use a DVD to practice at home. By focusing on your breath you can learn to pay attention to what makes cravings and urges crop up and what makes them seem less daunting and hard to manage. This ancient practice helps you become more mindful, which allows you to become more aware of your own thoughts and emotions as they arise. Breath work can also improve the detoxification and healing of your lungs and help you feel both energized and relaxed.

PRACTICE MEDITATION

If the idea of meditating sounds daunting, realize that it can be as simple as taking the time to calm yourself by breathing deeply and focusing on the present moment (yoga, mentioned above, is a form meditation, after all). Many meditators say it helps them to develop an inner calm and experience a direct connection to their inner self or higher power. Others say meditation improves their mental functioning, provides stress relief and promotes healthy behaviors.



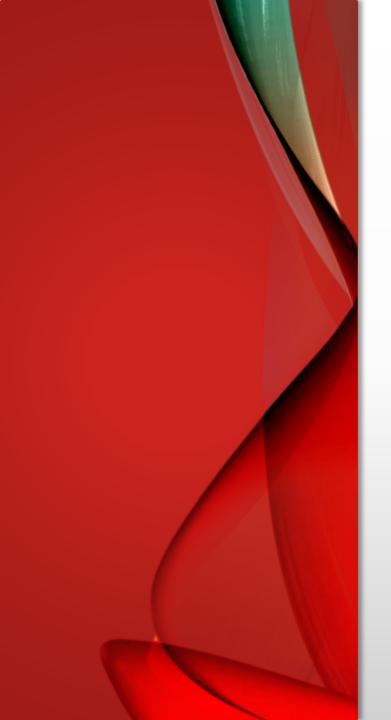
An important habit for improving focus, clarity and attention span, as well as helping to keep you calm. It turns out it's also useful for improving happiness.

Clears your mind.



In *The Happiness Advantage*, Shawn Anchor, spending time in the fresh air to improve your happiness:

"Making time to go outside on a nice day delivers a huge advantage, 20 minutes outside in good weather not only boosted positive mood, but broadened thinking and improved working memory...



OVERCOME STRESSORS

 Beyond achieving momentary calm, meditation can provide a sense of clarity to help you overcome the threat of stressors, which can turn into triggers to use. Suppose you know you'll be faced with situations that would trigger the desire to reach for alcohol or drugs to reduce stress and cope with physical or emotional pain. Meditation can be an effective way to reduce these harmful impulses and allow you to get through the challenging time without giving in to your urges.



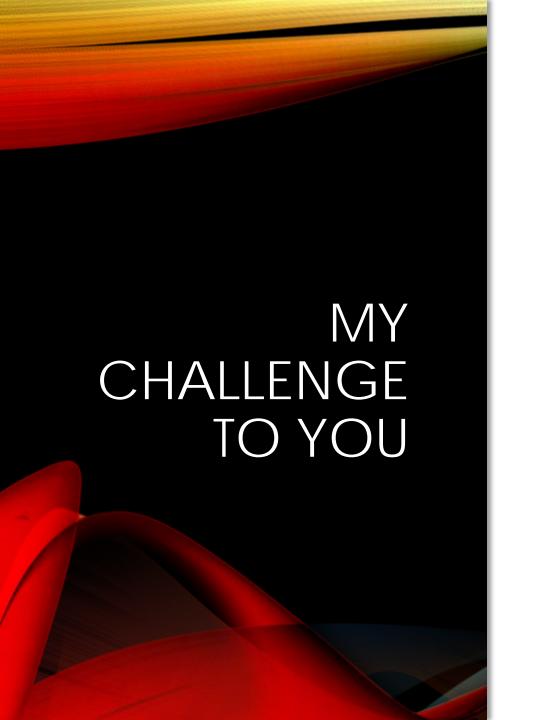
BE MORE MINDFUL.

Self-criticism and self-judgment are a common source of stress for people in recovery. Mindfulness training, or the experience of paying attention to your thoughts, feelings and cravings without judging yourself, is one way to make peace with that inner voice. With mindfulness, you simply say to yourself yeah, there's that voice, there's that urge again, interesting. I'm going to just notice it, accept it as part of me and let it move on.



TAKE CARE OF YOUR BODY.

Caring for your physical self is an often-overlooked way to manage stress. Regular exercise naturally makes you feel better by raising your level of endorphins, which are linked to a positive mindset. Similarly, eating a proper diet will provide the nutrients your body needs to create a foundation for healthy physical and emotional well-being.





Creating a Stress Log/Journal



Recording Events



Identifying Stressors and Creating a Plan



Creating New Habits



STRESS SELF-ASSESSMENT

• https://www.mhanational.org/get-involved/stress-screener

In Summary Now you can:

Alter

Alter

Triple "A" Approach.

Alter our attitude once
we Identify strategies for
accepting the change
that will be

 Recognize the "Entryways" to stress overload, so you know what do, and avoid doing it.

Accept





Reference the

implemented.

Accept the Transition to Change and creating the plan to help reduce and manage stress. That's what helps create new behaviors.



Reviewing and Evaluating

Words from the Wise

Action Plans