

Holistic Services Group

- Workplace Wellness Programs
- Stress Management & Resiliency Coaching
- Keynotes
- Corporate Health Workshops
- Team Building
- Expos
- Off-sites
- HR Wellness Consulting & Support
- Leadership Training & Development

Australia's Number 1 Provider of Corporate Holistic Services

ELEVATE YOUR RESILIENCE

UNDERSTANDING STRESS

Stress involves a complex relationship between the demands you and others make of yourself, and the personal and external resources you have to meet these demands.

Internal demands are demands you make of yourself. If you are a perfectionist, you put pressure on yourself even when no one else is making this demand of you. External demands are those made on you by others, such as your family, friends, or work colleagues. Internal resources that support you comprise factors including your physical health, financial security, your beliefs, and social and family support. External resources come in the shape of family, friends, your environment, and all factors outside of yourself that help you.

You need to keep a balance to ensure you do not have more demands made of you than resources available to deal with these demands. If your demands exceed your resources you may feel you cannot cope, and this is the beginning of stress.

Some people talk about healthy and unhealthy stress, meaning that some stress is good for you. I have always believed that it is easier to think in terms of *Pressure* and *Stress*:

Pressure is healthy, and something that motivates you. You may love to live in a pressurised way with lots of deadlines, and things to do. The distinction between pressure and stress is that you experience pressure when you have the resources you need to deal with the demands being made of you. Pressure turns into stress when said pressure becomes too great, lasts too long, comes suddenly, and ends up with you feeling it cannot be controlled.

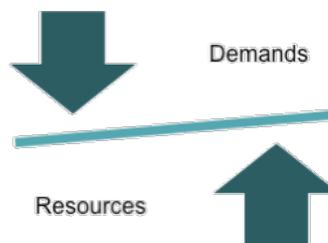
Stress is a very personal matter. A situation that may stress your friend may not affect you, and vice versa. An event may have proved stressful to you at one point in your life, but you may have developed additional resources to deal with such situations.

Work can be a great source of stress: Time pressures, excessive workload, poor relations with colleagues/managers, poor communication within your organisation, being exposed to continual change, not being trained to do the job, and job insecurity all play their part.

Stress can be experienced in your personal life: Family problems, life changes/crises, increasing demands between home and work may affect us all.

People who suffer from stress experience a variety of symptoms that fall into four broad categories:

- Behavioural (the things you do);
- Physical (your body's response);
- Emotional (what you feel); and
- Personal thinking style (the way you think).



Holistic Services Group

- Workplace Wellness Programs
- Corporate Health Workshops
- Off-sites
- Stress Management & Resiliency Coaching
- Team Building
- HR Wellness Consulting & Support
- Keynotes
- Expos
- Leadership Training & Development

Australia's Number 1 Provider of Corporate Holistic Services

SIGNS AND SYMPTOMS

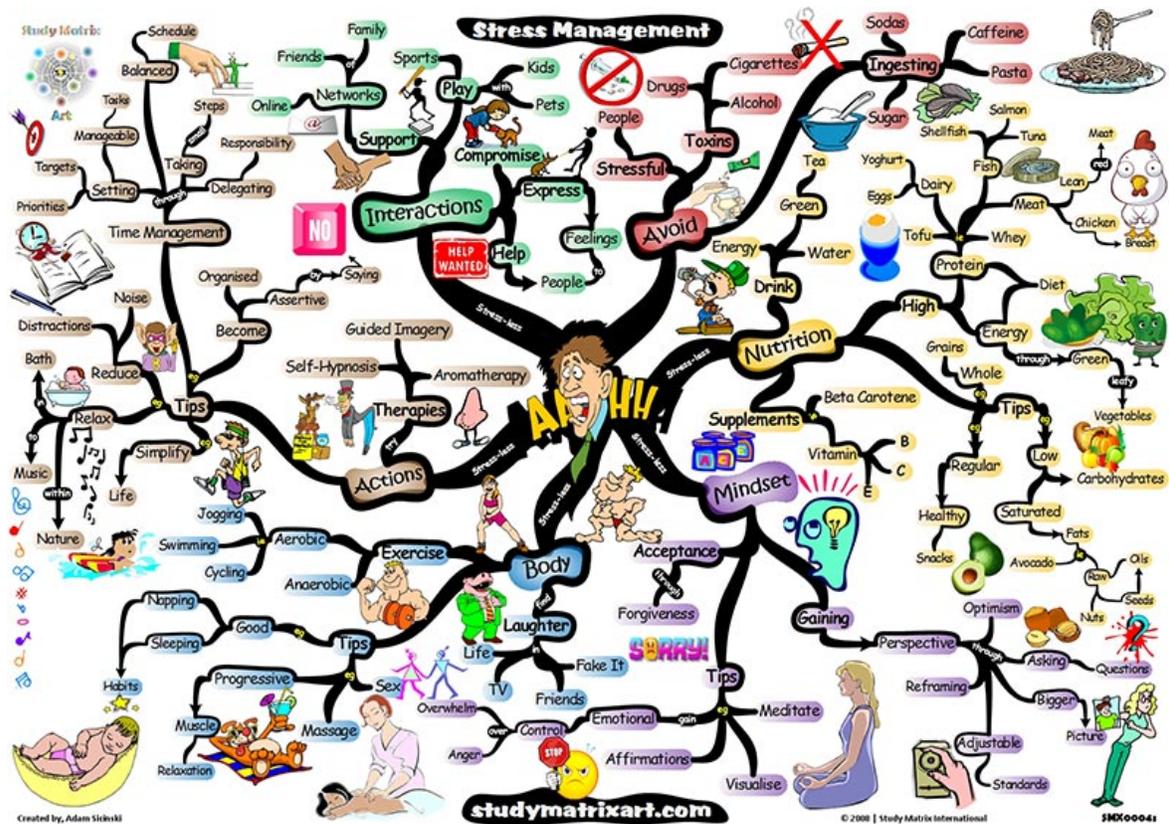
Our bodies are biologically programmed with what is called the *Stress Response*. Most people know this as the Fight-or-Flight Response. When you perceive danger your body prepares for action. Stress hormones such as Adrenaline, Noradrenaline, and Cortisol are released into the bloodstream together with fatty acids and sugars.

Adrenaline is normally associated with the *flight* part of the fight-or-flight response; Noradrenaline is normally associated with the *fight* portion of the response; Cortisol acts as the *on-and-off* switch. Although it is important to call upon the stress response in times of need, it is also important to switch the stress response off.

The stress response is meant to help you deal with demanding life events. However, if you live in a constant state of biological readiness, the immune system becomes weakened. Depression and nervous breakdown may result from such prolonged exposure.

The good news is that the progress of stress can be seen rather like a train journey. You can get on the wrong train, but the sooner you recognise this fact and get off, the less distance is required to return to your starting point. Sadly, some people fail to recognise their limitations, or because the external demands continue to be excessive, undergo the train journey all the way to the end of the line.

In summary, the stress response is important to the survival of human beings. As with so many things in life, too much of a good thing can become harmful. Stress drains people of their confidence.



Holistic Services Group

- Workplace Wellness Programs
- Stress Management & Resiliency Coaching
- Keynotes
- Corporate Health Workshops
- Team Building
- Expos
- Off-sites
- HR Wellness Consulting & Support
- Leadership Training & Development

Australia's Number 1 Provider of Corporate Holistic Services

THE STAGES OF STRESS

The truth is, stress is a big part of the daily life equation. The goal, then, is not to fight your body but to learn how to understand its signs and messages --and effectively move beyond the stressors and find equilibrium again. According to endocrinologist Hans Selye, "father of stress research," Stress refers to the reaction and adaption of any organism to a perceived threat. At the cellular level, stress is fundamental to life because it motivates action and behaviour."

In a sense, stress is a double-edged sword. Sometimes, it is the very thing that motivates us to take action and move swiftly. Other times, it is the boulder that makes us feel helpless, causing all movement to stop abruptly. So, when you're feeling stressed, it's important to know which stage you're in, why, and what you can do about it so that you can continue moving forward effectively.

Stage 1: THE FEATHER – Fight, Flight or Freeze

The moment you first feel stressed, your body lets you know. It sounds the alarm and activity in the thyroid and adrenal glands is increased. This is what happens when you hear about "burning out." The adrenal glands go into overload because the fire alarm is going off, and yet we remain sitting there within the stressful situation.

When we don't pay attention to these alarms, or feathers, other things within our body start happening. There is an increase in stress hormones, heart rate, blood pressure, and even a decrease in short-term memory and feelings of stress, fear, anxiety and depression. Now, the flipside to all this is that in the alarm stage, your mental focus also tends to increase. Not for long, but initially. This stage is intended to solve an immediate problem and then return levels to normal. So, use this to your advantage, but always remember to bring it back.

Stage 2: THE BRICK - Damage Control

When your body feels stressed, it knows it. What happens, then, is it does its best to keep things as normal as possible while your body works overtime.

Anti-inflammatory hormones (cortisol) are secreted in order to control the inflammation that's happening. But this is not a long-term solution. It's a quick fix to keep things moving while issues are sorted out. Many of us these days are notorious for knowing these alarms are going off but pushing through regardless. In fact, we praise the behaviour. Just remember, you're playing with fire. Every hit from a brick hurts eventually.

Stage 3: THE PAUSE – Recovery

At some point, hopefully you've acknowledged that you've been running a marathon at a sprint pace and decided it's time to take a step back. When you begin recovery, your body does its best to return your internal systems to their original and healthy levels.

In order to recover, though, you have to rest, sleep, and reduce overall output--something that's incredibly difficult in this day and age. This is why it's imperative that, as busy as you are, you literally schedule "time to rest" into your daily and/or weekly schedule. Make time to do nothing.

Holistic Services Group

- Workplace Wellness Programs
- Stress Management & Resiliency Coaching
- Keynotes
- Corporate Health Workshops
- Team Building
- Expos
- Off-sites
- HR Wellness Consulting & Support
- Leadership Training & Development

Australia's Number 1 Provider of Corporate Holistic Services

Stage 4: THE FALL – Adaption

Now, let's say you didn't listen to your body and you decided not to make time to recover. You've chosen to "adapt" instead. Essentially, what you're telling your body is that this level of stress isn't going to go away anytime soon. So, what does it do? It begins to settle into the feeling of constant stress and adapts accordingly.

Except, that doesn't necessarily mean it adapts in a good way. What you'll start to feel then is everything from lower energy levels to a demolished self-esteem. You won't sleep as well, you might gain (or lose) unhealthy amounts of weight and be far less likely to manage your emotions. Take this a step further and you can count on every pillar in your life beginning to wobble--until it eventually falls over.

Adaption is not a "solution." It's an unfortunate result we are best to avoid at all costs.

Stage 5: THE MACK TRUCK – Burnout

And finally, should you ignore the first four stages of warning, you will eventually find yourself completely and utterly "burned out." This could mean everything from full-fledged depression to actually being hospitalized. You are your most important asset. If you don't keep yourself balanced, you will suffer (mentally, physically, emotionally).

Moral of the story.. its about not letting ourselves reach burnout we then end up spending a lot more time getting ourselves back to a healthy state rather than just doing a little bit each day to prevent that from ever happening in the first place.

NOTES:

Holistic Services Group

- Workplace Wellness Programs
- Stress Management & Resiliency Coaching
- Keynotes
- Corporate Health Workshops
- Team Building
- Expos
- Off-sites
- HR Wellness Consulting & Support
- Leadership Training & Development

Australia's Number 1 Provider of Corporate Holistic Services

STRESS MANAGEMENT: WHO DO WE BECOME WHEN WE ARE STRESSED?

From the lists below, tick all the signs and symptoms that you believe you experience:

PHYSICAL SIGNS

- Tightness in chest
- Chest pain and/or palpitations
- Indigestion
- Breathlessness
- Nausea
- Muscle twitches
- Aches and pains
- Headaches
- Skin conditions
- Recurrence of previous illnesses/allergies
- Constipation/diarrhoea
- Weight loss or weight gain
- Change in menstrual cycle for women
- Tiredness (fatigue)

BEHAVIOURAL

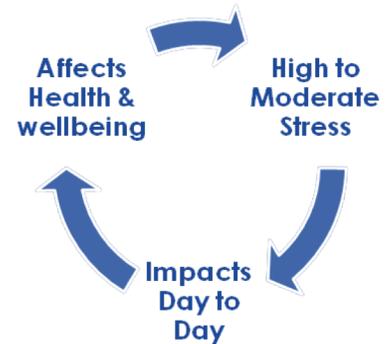
- Drop in work performance
- More inclined to become accident prone
- Over-eating/loss of appetite
- Poor time management
- Too busy to relax
- Loss of judgment
- Withdrawing from family and friends
- Loss of interest in sex
- Inability to express feelings
- Overreacting
- Drinking and smoking to excess
- Taking days off work

EMOTIONAL SIGNS

- Mood swings
- Feeling anxious
- Feeling tense
- Feeling angry
- Feeling guilty
- Feelings of shame
- Having no enthusiasm
- Becoming more cynical
- Feeling out of control
- Feeling helpless
- Decrease in confidence/self-esteem
- Poor concentration

THOUGHTS/PSYCHOLOGICAL ASPECTS

- "I am a failure"
- "I should be able to cope"
- "No one understands"
- "I can't cope"
- "I don't know what to do"
- "It's not fair"
- "I wish' he/she/it was different"
- "I can't do this"
- "This is too hard"
- "It's all ... fault"



MY STRESS PRESSURES, MY STRESSORS

From the list below, tick all the current causes of stress in your life:

- Your Love Life
- Your Relationships
- Your Finances
- Your Past
- Your Future
- Your Career
- Your Business
- Your Home
- Others' Expectations
- Your Expectations
- Control/Lack of Control
- Fears/Fear of the unknown
- Your To-Do List
- Your Health
- Your children
- Your Workload
- Perfectionism

Holistic Services Group

- Workplace Wellness Programs
- Stress Management & Resiliency Coaching
- Keynotes
- Corporate Health Workshops
- Team Building
- Expos
- Off-sites
- HR Wellness Consulting & Support
- Leadership Training & Development

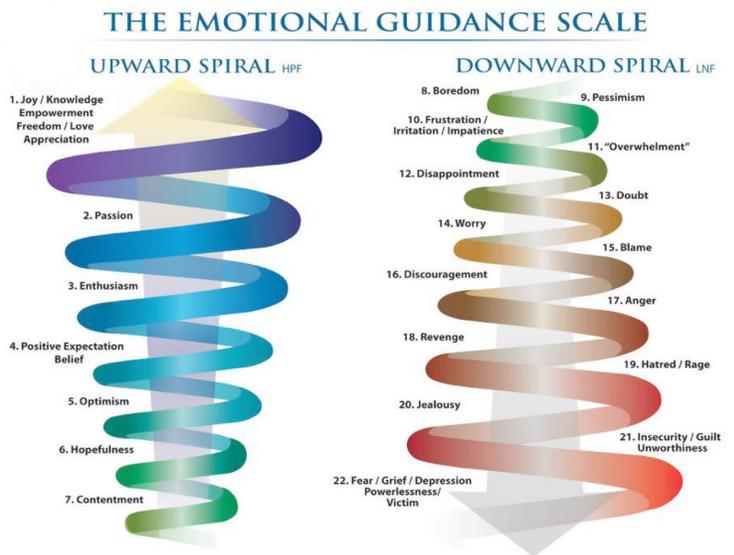
Australia's Number 1 Provider of Corporate Holistic Services

CREATE A CLEAR 2020 WELLNESS VISION

"A vision, goal or intention, without action is simply a wish"

Now let's take a couple of minutes to write down where you currently are regarding your wellbeing, resilience, work life balance and how you are feeling physically, emotionally, mentally and spiritually daily and then where we will look at where you would like to be.

WHERE ARE YOU? WHO DO YOU BECOME & HOW DO YOU FEEL, THINK AND ACT WHEN YOU ARE MOST STRESSED?



WHERE ARE YOU?

- If you had to choose, do you feel your life right now is **BALANCED** or **IMBALANCED**?
- If you were to rank 'Your Current Resilience, Mood and Mindset' 1 to 10... 1, Being 'unsatisfied and 10, Being 'totally satisfied', what is your score?

1 2 3 4 5 6 7 8 9 10 (circle one)

WHERE WOULD YOU LIKE TO BE? WHAT WOULD YOU LIKE TO FEEL and EXPERIENCE MORE OF DAY TO DAY?

What would you like to experience? How would you like to feel when you wake up, finish work and go to bed at night? What would you like to be saying to yourself? Write out your ELEVATE intention for the next year. *In other words, what are the exact results you desire for your wellbeing, body and health after bringing in more balance, energy and elevation. Be specific. Where intention goes, energy flows. What are your goals for today's session? Additionally, what could you achieve or experience in life – that you currently aren't – if your life and work were in balance, your health was truly radiant, and you're eating habits were harmoniously healthy (with some treats allowed!)?*

LET'S BUILD A BRIDGE TODAY FROM WHERE YOU ARE TO WHERE YOU WANT TO BE...

Holistic Services Group

- Workplace Wellness Programs
- Stress Management & Resiliency Coaching
- Keynotes
- Corporate Health Workshops
- Team Building
- Expos
- Off-sites
- HR Wellness Consulting & Support
- Leadership Training & Development

Australia's Number 1 Provider of Corporate Holistic Services

WHAT DO YOU NEED? TOP TIPS FOR REDUCING YOUR STRESS

- Eat well.** Fatty foods, sugar and carbohydrates – the foundations of fast foods – sap energy. Rather than take out, lets start by adding in ONE healthy snack or additional GREENs to your day e.g. green juice, salad, or dose spinach.
- Exercise and Movement.** Taking a daily walk or stretch will loosen muscles, reduce tension, and give your mind a chance to clear. Even a short additional of 5-20 minutes of any form of movement can improve your perspective.
- Discuss with a naturopath or GP taking a **multi-vitamin** or adrenal supplement. It supplies important nutrients while protecting your immune system.
- Avoid over-use** of coffee and alcohol. Coffee is a stimulant; alcohol is a depressant. Both may make you feel good briefly, but they can fray your nerves in the long term. Too much caffeine can make you nervous and irritable.
- Organize your time** – look at your month/week/day ahead and PLAN accordingly. Consider things such as your current work commitments and personal life, and then schedule for busy moments and periods. Make lists – they do work! Prioritize your tasks. Eliminate those that are unnecessary. Plan for busy times by preparing meals or rest time before or after this period.
- Don't over-commit:** Learn to say NO, not right now, no thank you. People will respect you more if you are honest about what you are able to realistically accomplish.
- Get **regular rest.** Lack of sleep will not only make you cranky – it will also open you to infection and illness. Establish a routine time for going to bed and getting up. All-nighters are counterproductive.
- Develop your own “mindfulness” or “let’s connect” informal **hang out group.** Peers can be great sounding boards. You can share ideas and solutions.
- Avoid focusing on negative** people and negative self-talk. Practice self-affirmation. Focus on what you do well. Compliment and celebrate yourself!
- Smile.** It will make you feel better, is great for your health and will brighten the lives of those around you.
- Separate yourself** from work. Establish a life apart from work. Schedule in time for the people and things that matter most to you.
- Too much stress for too long? It’s totally OK to seek professional help. **Asking for help** and support can make a world of difference.
- Break down whatever you have to do into **smaller tasks** and schedule them in.
- Think of which **make your role fun** for you and you love doing - and do them when stress is igniting!
- Deal openly** with a colleague or situation directly which has bothered or upset you before the situation festers and before you leave the office.
- Aim where possible to **not to take things too personally** because often comments are off the cuff stress reactions and aren't about you.
- Stay in close touch with **nature.** Enjoy walking meetings, have plants in the office, open the windows, find a way to incorporate the change of seasons and nature walks into your office with pictures and photos.

Holistic Services Group

- Workplace Wellness Programs
- Stress Management & Resiliency Coaching
- Keynotes
- Corporate Health Workshops
- Team Building
- Expos
- Off-sites
- HR Wellness Consulting & Support
- Leadership Training & Development

Australia's Number 1 Provider of Corporate Holistic Services

WHAT DO YOU NEED? TOP TIPS FOR REDUCING YOUR STRESS cont ..

- Make time during the week and month for your **hobbies**. Don't wait for holidays.
- Keep a complimentary letter** from a team member, leader or client close by and read to reflect on your strengths.
- Put a cartoon or photo that makes you **laugh** on your desk and look at it when you need a boost.
- Take a walk** during lunch or after work. During your walk, don't think about the things you have to do, simply be present.
- Schedule **technology free time** (even 5mins helps) throughout your day and at night, at least 30mins before bed.
- Keep in mind that no matter what colleagues, clients/public/community or others think or say, **you're a great human** who can't please all the people all the time. Celebrate your daily successes and begin to practice the elevation state of internal validation and appreciation.
- Give yourself permission to **do absolutely nothing** for five minutes a day — and not feel guilty about it.
- Be grateful** to have a meaningful job which supports your community, and/or begin to focus on finding moments of grateful meaning in your day.
- Take/make/schedule time for yourself**. A brief interlude is essential to your well-being. Spend 5-30 minutes each day doing something just for YOU. We all have our own special ways to fill this time. Ideas:
 - *Exercise. This doesn't have to be structured classes, even just walking the dog*
 - *Gardening*
 - *Listen to music*
 - *Read for a few minutes (I do this while I eat lunch)*
 - *Meditate – clear your mind*
 - *Journal – it's a way to release your frustrations and record your memorable moments*
 - *Practice relaxation techniques, such as guided imagery or muscle-stretching*
 - *Commuting to work? Listen to a book on tape to help you decompress on the way home*
 - *Take time to switch off, reset and play through your day .. including puzzle time ;)*
- Take an inventory at the end of each day. Ask yourself what you have done for yourself that day. If you can't come up with anything, you put yourself at a high risk for stress, it's important for us to role model healthy habits. You wouldn't think of neglecting your friends and family. Why neglect yourself?
- Create a "Elevate Your State" **playlist of songs** and play them throughout the day and if you feel inspired, dance your booty off.

Holistic Services Group

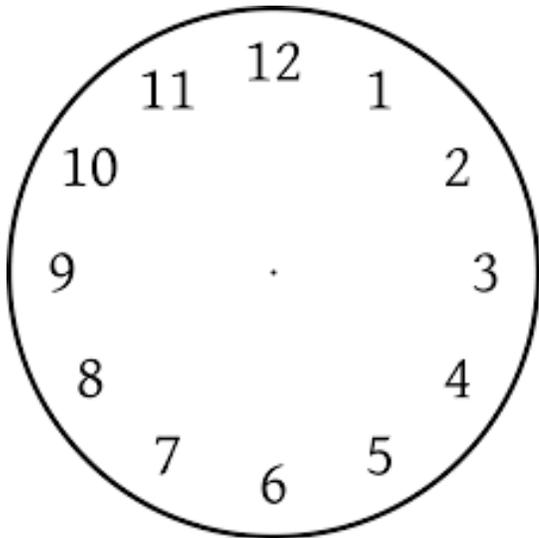
- Workplace Wellness Programs
- Stress Management & Resiliency Coaching
- Keynotes
- Corporate Health Workshops
- Team Building
- Expos
- Off-sites
- HR Wellness Consulting & Support
- Leadership Training & Development

Australia's Number 1 Provider of Corporate Holistic Services

DESIGN YOUR "IDEAL" ENERGY, RESET MOOD & MINDSET CLOCK

We all need a clear, calm mind and healthy body to be able to FOCUS, MANAGE our emotions, and make GREAT and INNOVATIVE decisions.

◇ Ignite Your 5-10min Morning, Mid-day and Night-time Rhythm Change



DESIGN VS DEFAULT

MORNING BALANCE RHYTHM

HOW DO YOU FEEL?

HOW DO YOU WANT TO FEEL?

WHAT ONE THING WILL YOU DO?

MID-DAY RESET BALANCE

HOW DO YOU FEEL?

HOW DO YOU WANT TO FEEL?

WHAT ONE THING WILL YOU DO?

EVENING BALANCE RHYTHM

HOW DO YOU FEEL?

HOW DO YOU WANT TO FEEL?

WHAT ONE THING WILL YOU DO?

Holistic Services Group

- Workplace Wellness Programs
- Stress Management & Resiliency Coaching
- Keynotes
- Corporate Health Workshops
- Team Building
- Expos
- Off-sites
- HR Wellness Consulting & Support
- Leadership Training & Development

Australia's Number 1 Provider of Corporate Holistic Services

ACCOUNTABILITY & ACTION:

Choose Your Coaching and Resilience Focus & Intention:

Choose Your One Daily/Weekly Practice:

When Will You Schedule This:

Who Will Be Your Buddy:

When Will You Check In? Time & Day ..

Signed:

Buddy Signed:

Dated:

Buddy Dated:

KINDNESS IS FREE
SPRINKLE
THAT STUFF
EVERYWHERE