

Managing Stress and Anxiety Workshop Notes

This worksheet is a companion to the video workshop and is not intended as a stand alone worksheet. Please consider your own confidentiality when writing, storing and disposing of this sheet.

- Plan your day and have a schedule
- Have good time management
- Make reasonable lists
- Keep distractions away – phone, social media, emails
- Eat well
- Get enough sleep, maintain good sleep hygiene, manage light and screen usage which interferes with sleep
- Practice mindfulness if it helps
- Consider herbs that have a relaxing affect such as valerian, CBD oil, camomile tea
- Be relaxed while eating as you don't digest your food as well when stressed
- Can you change your story? Try and find ways around your issues, get support and don't stay stuck
- Do breathing techniques or regularly take one or three deep slow breaths to prevent tension buildup through the day

Deep breaths to deal with stress

Relax your neck, your shoulders, your arms, legs and face muscles. Breathe deep into the body and very slowly breathe out, focusing on relaxing as you breathe out. Is there anything else that helps you to get into the mindful space?

- Act instead of react. Get proactive, try not to get lost in rumination
- Notice self-created stress
- Clean your workspace, keep clarity in work space
- Learn to say 'no'. Understand your boundaries
- Manage your priorities. Do the things that need to be done and not avoiding the bigger issues

Learn to reset your panic button

Some people will go for a short walk outside, or to the car or toilet to get space and reset or re-orient themselves. How can you do this?

Prepare for the day the night before and then allow yourself to switch off.

What would you need to change for this to happen?

Manage your self talk.

Are you critical, judgemental and hard on yourself or others? What would be a better response from you and how could you phrase it instead?

What new ways do you think you could use to release tension?

- Try not to take stimulants after lunch as they affect sleep

Do you have symptoms of high levels of anxiety followed by periods of exhaustion?

- Rest, relax, include enjoyment and social contact in your life
- Draw a chart of how much time you work, play, rest and make sure they are more balanced