

STRESS MASTERY
You Have More Control
Than You Think

AN INTERACTIVE PRESENTATION FOR

THE TENNESSEE MEDICAL FOUNDATION
2016 CADUCEUS RETREAT

prepared and presented by:
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Sources of Stress

External Internal

Control What You Can Control

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PACING

PERSPECTIVE

PERMISSION

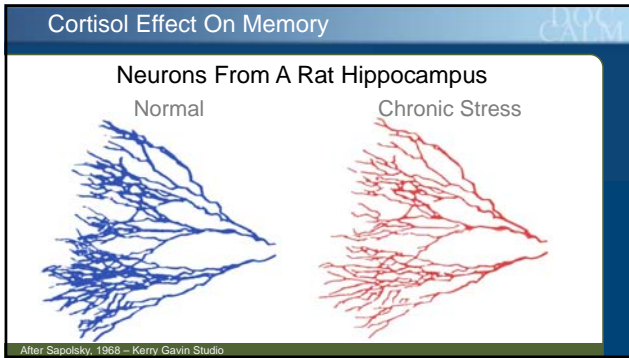
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Why Is This Important?

Stress Affects:

- Physical Health
- Mental Health & Mood
- Mental Function
- Energy
- Performance & Productivity
- Engagement, Spirit & Morale
- Interpersonal Relationships (at work & at home)

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What Tips Us Over?

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Stress-Prone Personality Traits

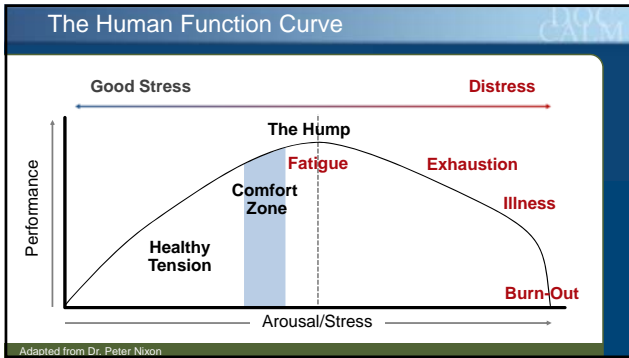
1. Workaholic – always working
2. Perfectionist – meticulous about everything
3. Type A – driven, hurrying, multitasking
4. Type E – trying to be Everything to Everybody
5. Caretaker – looking after everyone else's needs
6. Pleaser – can't say No or set boundaries & limits

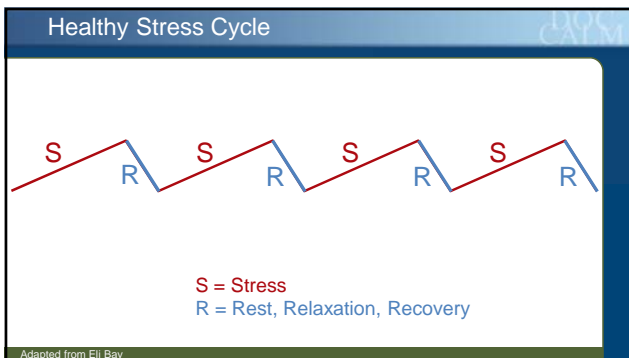
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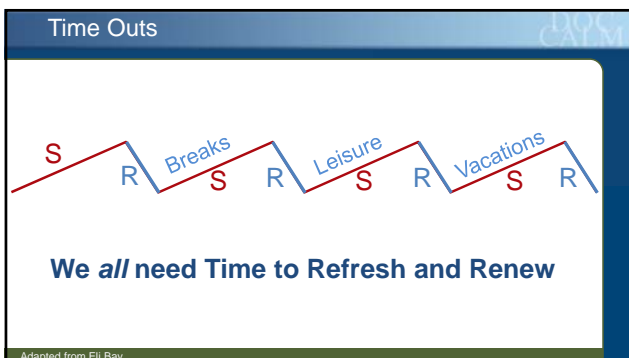
Belief Systems

Premises & Assumptions about people, things & ourselves
Powerful for two reasons:
Held to be "The Truth" so become "The Truth" for us
Most are hidden (subconscious) so we're unaware of them
Run our Lives:
Influence our behavior, what we notice and what we expect
Influence what we think we can do or are unable to do

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Benefits of Time-Outs

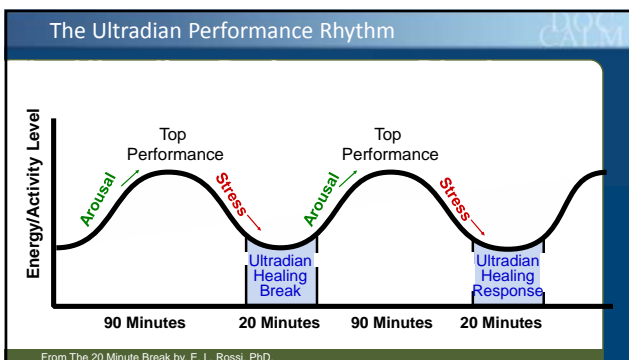
- Reduce Stress
- Rejuvenate Energy
- Reflection & Perspective
- Problem-Solving

Employees who take a break every 90 minutes report

- a 30% higher level of focus (vs. 0-1 breaks/day)
- a nearly 50% greater capacity to think creatively
- a 46% higher level of health & well-being

The Energy Project, NYTimes 2014

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Recovery Routines and Rituals

- Physical - to renew & refresh your energy
- Mental - to clear your head, rest your brain
- Emotional - to relax and restore calm
- Spiritual - to reconnect to your values

Adapted from "The Power of Full Engagement" by Loehr & Schwartz

Outlets for Frustration

1. Physical: exercise, sports, home chores, punching bag
2. Music: playing or listening
3. Relaxation Techniques: meditation, yoga
4. Hobbies: gardening, art, crafts, knitting, video games
5. Venting: verbal (support system) written (letter, journal)
6. Spiritual: prayer, meditation, communing with nature
7. Humour, Laughter and Play

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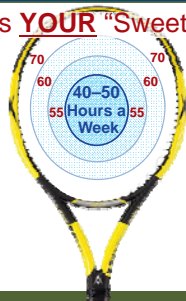
The Inefficiency Cycle



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The Sweet Spot For High Quality Work:

Where's **YOUR** "Sweet Spot"?



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The Sweet Spot For High Quality Work:

It's better to put in 40-50 productive hours a week

than 50-60 semi-productive hours a week

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5 Rules for Vacations

1. Take them - Take all you're given
2. Take them regularly - spread them out
3. Take them before you *need* them (Then you'll never need them, you'll just *enjoy* them)
4. Come back one day early
5. Leave the first day for catch-ups

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The Breakout Principle

The diagram illustrates the Breakout Principle as a four-stage process. Stage 1, 'STRUGGLE (Stress, hard work)', is represented by a red dot. An arrow points from Stage 1 to Stage 2, 'TIME OUT (Breakout Trigger)', represented by a blue dot. From Stage 2, an arrow points to Stage 3, 'BREAKOUT (Solution/Eureka)', represented by a green dot. Finally, an arrow points from Stage 3 to Stage 4, 'ELEVATED "NORMAL" (insight/performance)', represented by an orange dot.

Adapted from Dr. Herbert Benson

The Myth of Multi-tasking

“Continuous Partial Attention” (Linda Stone, NYU)
“Frazzing: Multitasking Ineffectively” (E. Hallowell)

2 Kinds: Simultaneous (Divided Attention)
Parallel Tasks (2+ balls in the air)

We can't “split-screen” – we're built to focus
Multi-tasking is really Switch-tasking

It takes 16 min. to return to previous task...
... if at all!

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Get A Handle On E-mail

1. Don't start your day with e-mail
2. Check x2-3/day; Turn off Ringer
3. “Answer” File
4. Send Less - Get Less
5. Avoid “Reply All” and “CC”
6. Get to the Point (Action Summary)
7. Get off Lists
8. Subject Line: EOM, NRN, NTN

Adapted from “The Hamster Revolution” by Song, Halsey & Burress

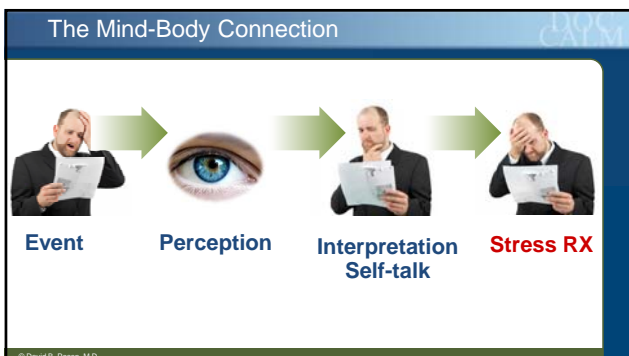
Manage your **TIME**

And you'll manage your **STRESS**

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PERSPECTIVE

- ### Keep Your Work in Perspective
1. You're here by choice
 2. You're not alone
 3. You can only do so much: realistic expectations
 4. Look for the positives of your job
 5. Choose to *focus* on the positives
 6. You are more than your job
 7. Keep your sense of humor
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ANXIETY = $\frac{\text{Overestimation of Danger}}{\text{Underestimation of Coping/Resources}}$

Tuning Into Your Stressful Self-talk

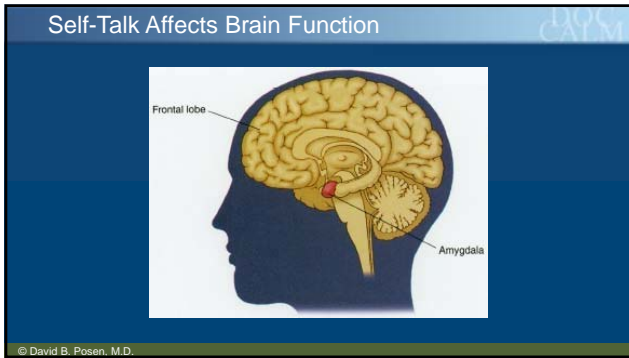
Ask Yourself:

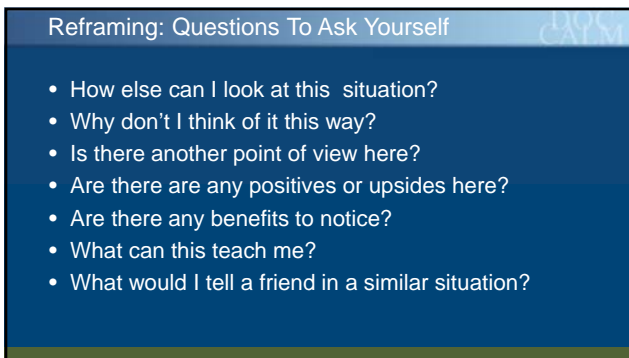
- Why is this situation stressful to me?
- Why is this situation upsetting me?
- In what way is this a problem to me?
- What's really bothering me about this?

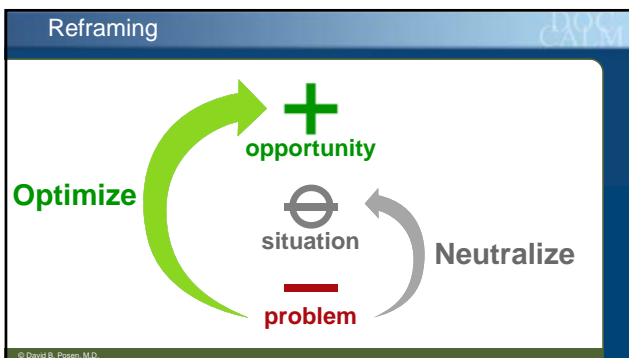
Reframing

Changing your **perspective**









When you change the way you look at things, the things you look at change

Albert Einstein

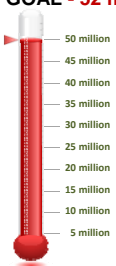

CRISIS IS

危机

Danger + Opportunity

The United Way Effect

GOAL - 52 million



50 million
45 million
40 million
35 million
30 million
25 million
20 million
15 million
10 million
5 million

Focus on What's **THERE!**

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The greatest weapon against stress
is our ability to choose
one thought over another!

William James

Mind Traps

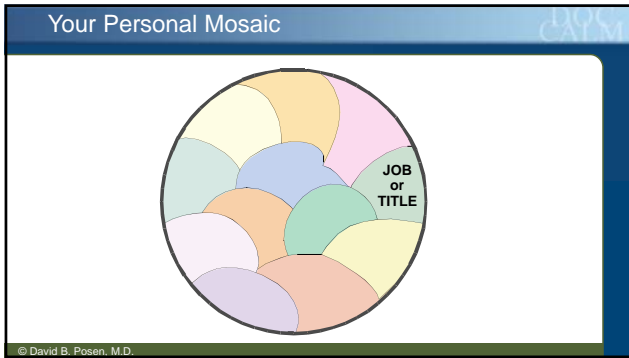
- Unrealistic Expectations
- Over-Identifying with roles, job or title
- Taking Things Personally
- Who's Got the Problem?
- Exaggerating or Generalizing
- Rigidity
- All or Nothing Thinking

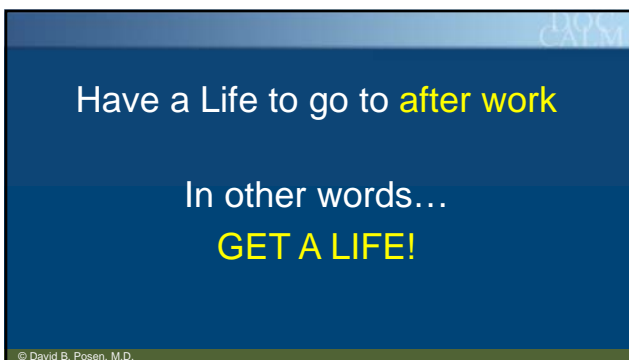
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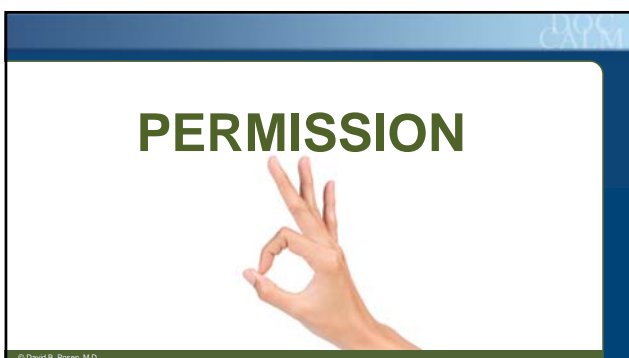
Manage your **THOUGHTS**

And you'll manage your **STRESS**

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Good Health Habits

- Good Nutrition
- Adequate Sleep
- Regular Exercise
- Avoid "Vices"
 - Caffeine
 - Alcohol
 - Tobacco
 - Drugs



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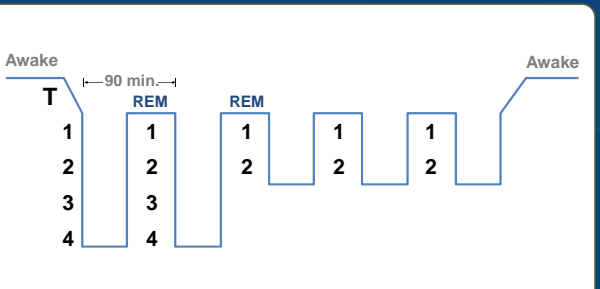
Symptoms of Sleep Deprivation

1. Fatigue
2. ↓ Concentration
3. ↓ Memory
4. Irritability
5. Depression
6. ↓ Immune Response

ARE ALSO SYMPTOMS OF STRESS

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Normal Sleep Pattern



Awake

90 min.

T

REM

1 1

2 2

3 3

4 4

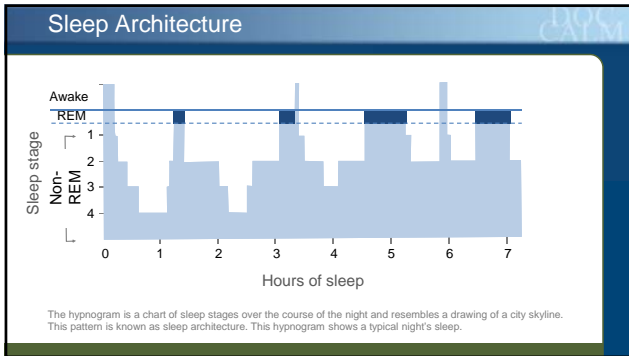
1 1

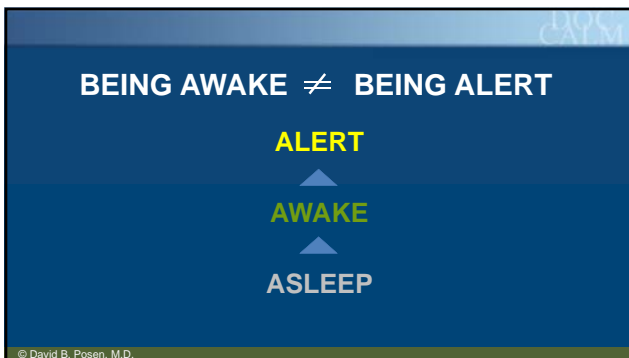
2 2

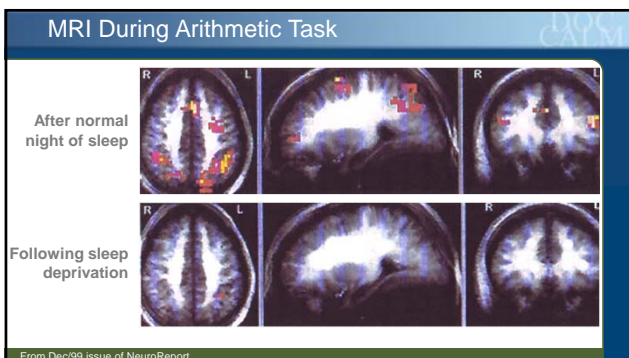
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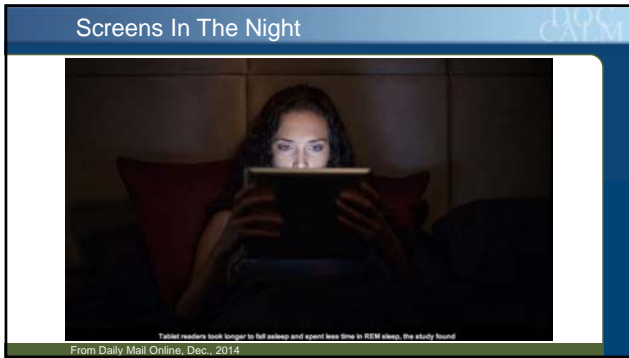
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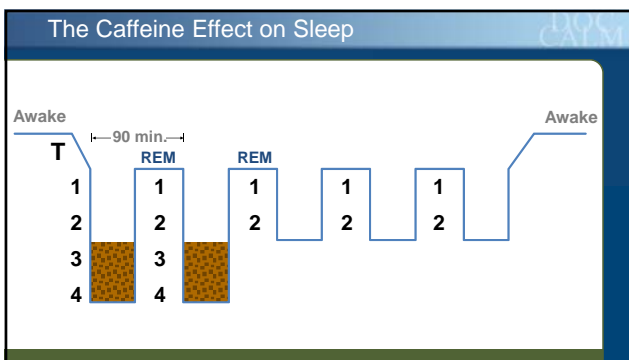
Awake

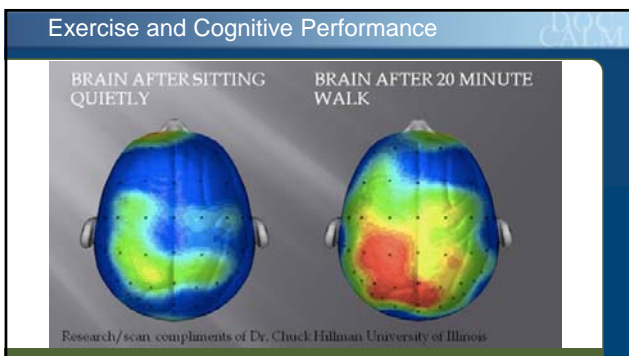












Manage your **ENERGY**

And you'll manage your **STRESS**

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Work-Life Balance is Not a Luxury

- Reduces Stress
- Improves Resilience
- Prevents Burn-Out
- Increases Energy
- Improves Relationships
- Enhances Self-Esteem
- Improves Productivity

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Rate Yourself

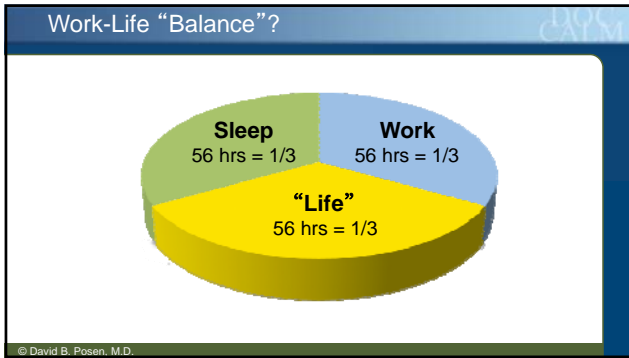
On a scale of 1-10,
Rate your current work-life balance

BALANCE 1 ←————→ 10

On a scale of 1-10,
Rate your current stress level

STRESS 1 ←————→ 10

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Work - Life Balance

		Work	Family	Community	Self
Actual	Job	%	%	%	%
	Home	%			
	Chores				

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Work - Life Balance

		Work	Family	Community	Self
Desired	Job	%	%	%	%
	Home	%			
	Chores				

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A Little Goes A Long Way



48 minutes/day
= 4 hours/week
= 200 hours/year
= 4 weeks/year
= 1 month/year

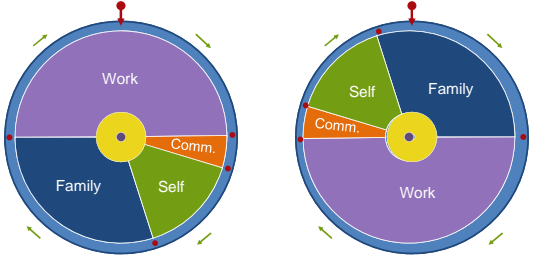


Making Time For Leisure

1. Give Yourself Permission
2. Make it a Priority
3. Rotate your Values
4. Combine Your Values
5. Trade Money For Time
6. Turn off your Screens
7. Overcome Guilt (Use Enlightened Self-Interest)

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Rotate Your Values



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Laws Against Leisure

Thou Shalt Not:
Spend time with Family or Friends
Exercise or Plays Sports
Relax or Listen to Music
Read or Watch TV
Have Hobbies or Fun

The Penalty is GUILT – You have been Warned!

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Overcome Guilt

**Enlightened
SELF INTEREST
(Self Care)**

SELFLESS
(Self Neglect)

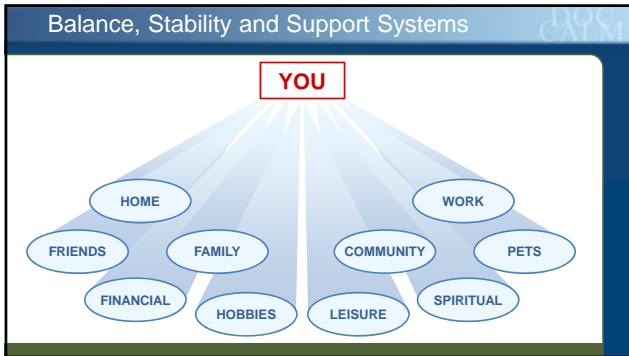
SELFISH
(Self Indulgence)

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Ultimately, Work-life Balance Is About

**MAKING CHOICES
And TRADEOFFS**

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CALL TO ACTION


What are you going to do differently after you leave here today?

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- If You Do Nothing Else...
1. Monitor your Stress & Pace Yourself
 2. Take Timely Time-Outs
 3. Avoid Multitasking
 4. Manage your Thoughts. Use Reframing
 5. Keep your work and your *self* in perspective
 6. Get the Sleep you need
 7. Cut down on Caffeine
 8. Do something for Yourself every day
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How Stress Happens

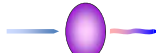
Event/Situation
(External Stressor)



Stressors/Triggers

1. Physical/Environmental
2. Social/Interactive
3. Institutional/Bureaucratic
4. Major Life Events
5. Daily Hassles


Lens/Filter
(Perception = Reality)



Mental Filters

1. Interpretations
2. Judgments
3. "Self Talk"
4. Beliefs
5. Expectations

Stress Reaction
(Fight or Flight Response)




Manifestations

1. Physical Symptoms
2. Mental Symptoms
3. Emotional/Feelings
4. Behavioral Sympt' s

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Stress Reduction Strategies

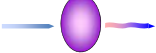
Event/Situation
(External Stressor)



Action

1. Physical Change
2. Assertiveness
3. Communication
4. Time Management
5. Problem-Solving
6. Leave the Situation


Lens/Filter
(Perception = Reality)



Thinking

1. Reframing
2. Modifying Beliefs
3. Thought Stopping
4. Realistic Expectations
5. Not Personalizing
6. Whose Problem Is It?

Stress Reaction
(Fight or Flight Response)




Self-Management

1. Exercise
2. Relaxation Techniques
3. Time-outs
4. Sleep↑, Caffeine↓
5. Support System
6. Humor/Play

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Stress Mastery

2
Event/Situation
(External Stressor)




Identify **WHERE**
It's coming from

3
Lens/Filter
(Perception = Reality)



Analyze **WHY**
it's stressful

1
Stress Reaction
(Fight or Flight Response)



Know **WHEN**
you have stress

4 Decide **HOW** to reduce the stress?

4a
Action
Strategies
(Things you can **DO**)

4b
Thinking
Strategies
(Ways you can **THINK**)

4c
Self Management
Strategies
(Take **CARE** of yourself)

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You Have More Control
Than You Think

NOW YOU HAVE TO USE IT!

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David's Books Available Online

www.davidposen.com



Twitter: @drdavidposen

IDEAS FOR TURNING THEORY INTO ACTION

How to transfer new skills into everyday life.

How to move from learning to practice and utilization.

How to ensure implementation and sustainability.

1. Review seminar material within 24-48 hours after its completion.
This increases retention considerably.
2. Make your personal action plan specific, measurable, realistic, actionable by you and accompanied by completion times. View your action plan as a commitment.
3. Keep your action plan handy for easy reference. Review it at weekly or monthly intervals and tick off completed items. Hold yourself accountable.
4. Start right away.
5. Program yourself for early success by making easier changes first.
6. Change 1 or 2 things at a time. Don't try to do too much at once.
7. Make it a game---or think of it as an experiment. Give it a try & see what happens
8. Share your action plan with others and invite them to help hold you accountable.
Contract completion of certain items with significant people.
9. Get a buddy to make changes with you (e.g. exercise program, quit smoking).
10. Set up a reward system (for changes made or goals reached).
11. Record your progress (on a chart or list). Celebrate your triumphs.
12. Teach others what you've learned. It consolidates the learning for you and helps identify any gaps in your understanding
13. View it as an opportunity or responsibility to share new information with others.
14. Go one step further and become a mentor or coach to others.
15. Be a role model to others by applying what you've learned.
16. Continue your learning (further reading, courses, coaching, etc.)

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ACTION IDEAS and REFLECTIONS

**Be on the lookout for useful ideas that you can apply in your own life.
Jot them down here (in a few words or a phrase).
Record Thoughts & Reflections as well.**

PERSONAL ACTION PLAN

What CHANGES are you going to make after you leave today?
(Make this a COMMITMENT)

HEALTH HABITS

LEISURE, TIME-OUTS, RELAXATION

ATTITUDES, BELIEFS & MINDSET

SKILLS ACQUISITION (e.g. relaxation techniques, assertiveness training, time management, delegating, etc.)

What MEASURES are you going to take to ensure implementation of your plan and sustainability of your commitments?