

# Managing your self and your well-being

- Own programming and co-operation skills

**Gofore, March 31, 2020**



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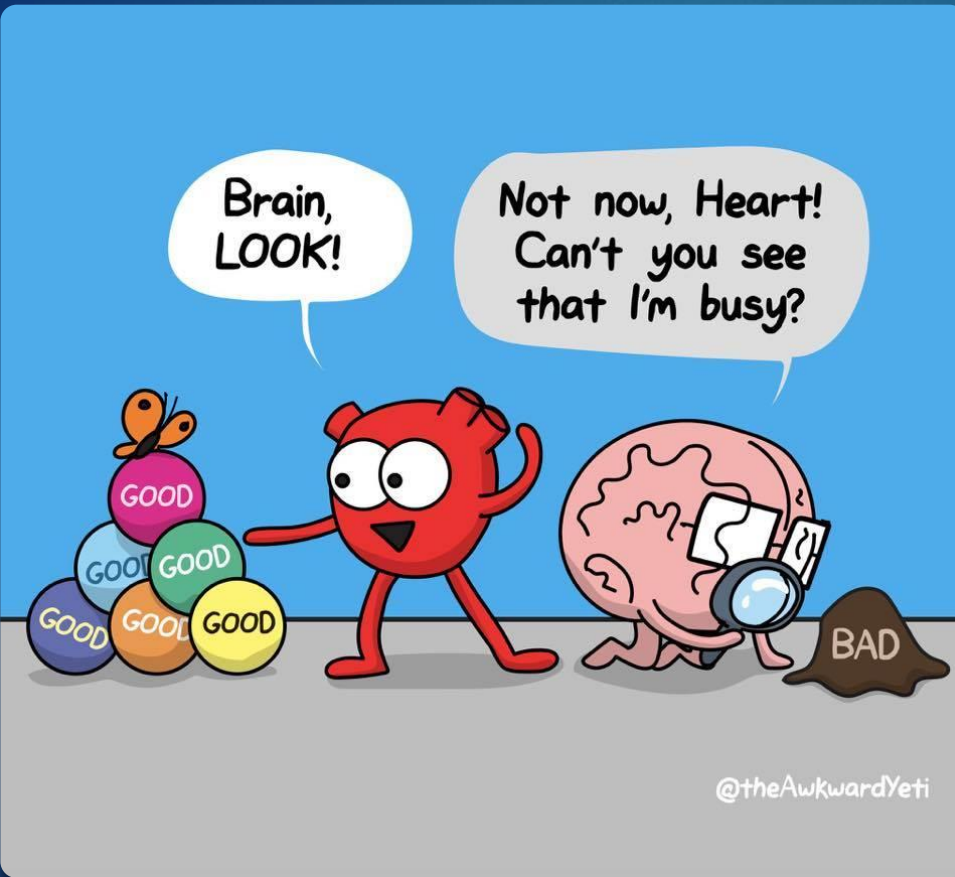
Did you  
change  
anything  
due to our  
workshop a  
month  
ago?



What did you notice if you  
changed something?



What would have helped  
you make a change if you  
did not change anything?



What  
are we  
focusing  
on?

# Stress and Immune System

**Long term stress reduces our body's natural system that fights virus and bacteria**

*Stress-related disease emerges, predominantly, out of the fact that we so often activate a physiological system that has evolved for responding to acute physical emergencies, but we turn it on for months on end, worrying about mortgages, relationships, and promotions.*

Sapolsky, R. M. (1998). *Why zebras don't get ulcers: An updated guide to stress, stress-related disease, and coping* New York: Freeman.

# Do everything that you can to boost your immune system



Get enough sleep



Nutrition



Vitamins



Nature



Exercise regularly



Sauna



No alcohol



Breathing, mindfulness, visualisation, gratitude

# Workshop March 31 Goals for today



Becoming aware of your programming



Becoming aware of your thoughts, feelings and reactions



Developing your relationships and communication



Tools and discussion

# Square Breathing Technique



# Self- management consists of



**Your professional skills** – Time management, setting and achieving your goals, professional development



**Co-operation skills** – Co-operation with work mates and clients, sharing knowledge, supporting a good work atmosphere, working as a part of the system



**Well-being skills** – Mental, physical and social well-being



# Managing your self

- ▶ Managing your self as a professional
- ▶ Own resources and self awareness
- ▶ Awareness of own beliefs, thoughts and emotions that guide our actions.
- ▶ Goal orientedness at work
- ▶ Understanding own time management and ways of working and reacting.
- ▶ Managing stress and change
- ▶ Willingness to change if needed

# How to succeed?

**"Success is the by product of well-being."**

Aki Hintsa, Formula One Doctor

**"Decades of research have shown that happiness is not the outcome of success but rather its precursor."**

Emma Seppälä, Ph.D, Stanford, Yale, Happiness Researcher

# Keys to Happiness and Success

1. Live in the present moment! Do not worry about your next task.
2. **Tap into your resilience. Instead of living in overdrive**, train your nervous system to bounce back from setbacks. You will naturally reduce stress and thrive in the face of difficulties and challenges.
3. **Manage your energy** and try to stay calm.
4. Do more of nothing! Make time for fun, play and leisure time. Break is a break!
5. Be good to yourself! Be compassionate about yourself. Treat yourself kindly!
6. Show compassion to others and be supportive! Give thanks.

*Emma Seppälä: The Happiness Track*

# Benefits of Gratitude

- ▶ Improved physical, emotional, and social well-being
- ▶ Greater optimism and happiness,
- ▶ Improved feelings of connection in times of loss or crises
- ▶ Increased self-esteem
- ▶ Heightened energy levels
- ▶ Strengthened heart, immune system, and decreased blood pressure
- ▶ Improved emotional and academic intelligence
- ▶ Expanded capacity for forgiveness
- ▶ Decreased stress, anxiety, depression, and headaches
- ▶ Improved self-care and greater likelihood to exercise
- ▶ Heightened spirituality -- ability to see something bigger than ourselves

Robert Emmons research, 2007

# TOOL #1 A THREE MINUTE TOOL FOR GRATITUDE

- ▶ Put your hands on your heart and hold them for a minute, breathe deeply. Think about something that you are grateful for in your past
- ▶ Put your hands on your forehead and hold them for a minute, breathe deeply. Think about something that you are grateful in the present moment.
- ▶ Put your hands on your head and hold them for a minute, breathe deeply. Think about something that you are grateful for about your self.

# The Power of Thoughts and Beliefs



The majority of our stress is  
unconscious!



**Man is not worried by real  
problems so much as by his  
imagined anxieties about real  
problems. - Epictetus**



There is great power within our  
thoughts and attitudes in stress  
management.

What is the  
most  
burdening  
belief that  
you have?



Perfectionism? Criticism  
towards one self?



Continuous over-  
achieving?



Feeling of insufficiency?



Feeling of guilt?

Where does our  
programming  
come from?



We form most of our  
programming during our  
first six to nine years of life



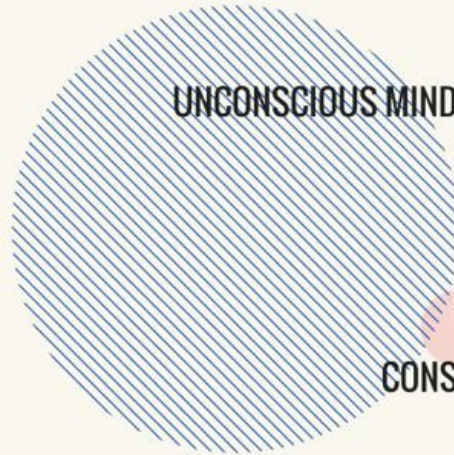
Our programming is also  
modified by our life,  
crises etc.



The experiences of our  
predecessors also have  
an effect.



# DUAL STRUCTURE OF THE MIND



UNCONSCIOUS MIND 11 200 000 BIT/S

CONSCIOUS MIND 40 BIT/S

MANFRED ZIMMERMANN

[www.miiahuitti.fi](http://www.miiahuitti.fi)



# TOOL #2 VISUALISATION



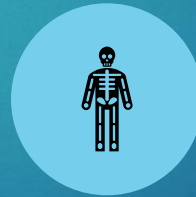
Visualisation is a way to empty and quiet down our mind and to teach our brain new ways to react instead of the unwanted reaction or to achieve peak performance.



Used by top athletes like professional golfers, football players and ski jumpers.



The more vividly you feel the emotions of succeeding the more efficient it is.



Use visualisation regularly

# Relationships at work

Where do conflicts and differences of opinion often come from?

- ▶ Different needs and motivation
- ▶ Different ways of working and reacting
- ▶ Assumptions/Thoughts/Interpretations
- ▶ Misunderstanding
- ▶ We are afraid to ask, say and bring things up.
- ▶ Chemistry between persons should not affect the atmosphere at work.

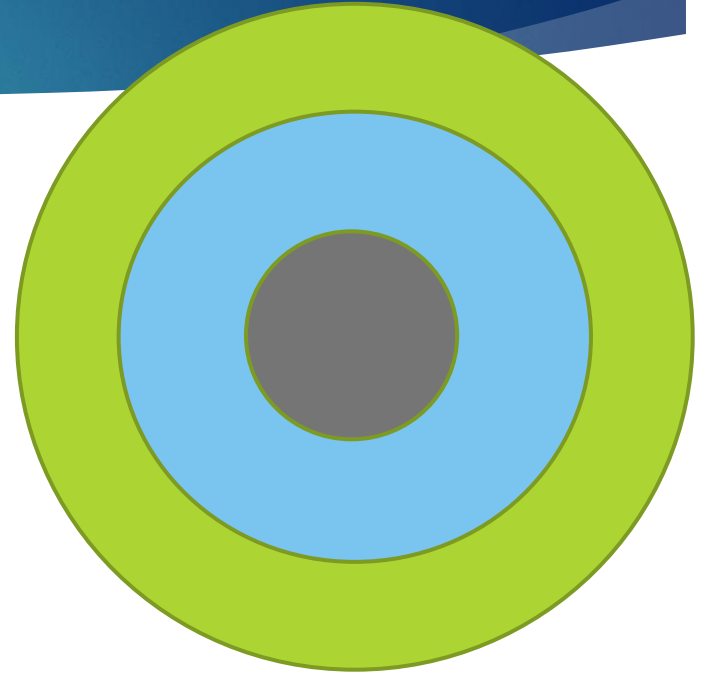
# Behavior at work

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WHAT KIND OF BEHAVIOR AT WORK USUALLY ENERGIZES OR DRAINS  
YOUR ENERGY?

# Circles of influence

- ▶ Things that are under my influence and decide upon
- ▶ Things that I can influence but cannot decide upon
- ▶ Things that I cannot influence nor decide upon



What  
comes to  
the room  
when you  
enter the  
room?



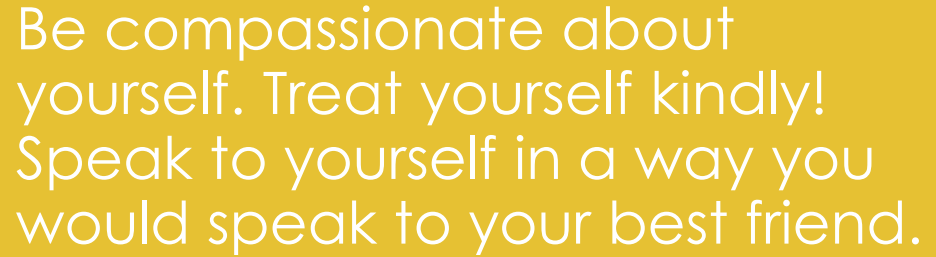
Do you behave the  
way you expect others  
to behave?



Do you give others  
what you expect to  
get from them too?



Kindness is  
empowering



Be compassionate about  
yourself. Treat yourself kindly!  
Speak to yourself in a way you  
would speak to your best friend.



Show compassion to others and  
be supportive! Give thanks.



# How to become more compassionate to one self?

- ▶ Pay attention on how you talk to yourself
- ▶ Write yourself a kind letter after failure
- ▶ Come up with a compassionate statement on phrase that you use in difficult situations
- ▶ Practice gratitude daily

▶ Kirstin Neff: Itsemyötätunto

# Loving-kindness meditation Tool #3

- ▶ Increases Positive Emotions & Decreases Negative Emotions
- ▶ Increases vagal tone which increases positive emotions & feelings of social connection
- ▶ Decreases migraines, chronic pain, PTSD, Schizophrenia-Spectrum Disorders
- ▶ Activates empathy & emotional processing in the brain
- ▶ Increases gray matter volume in the brain (emotions regulation)
- ▶ Increases respiratory Sinus Arrhythmia (RSA) parasympathetic cardiac control and slowed respiration rate
- ▶ Slows Biological Aging
- ▶ Makes you a more helpful person
- ▶ Increases Compassion and Empathy, and Social Connection
- ▶ Decreases Your Bias towards others
- ▶ Decreases Self-Criticism
- ▶ Effective in small doses, long term impact

# People Skills at Work



- ▶ Behaving and reacting in a solution focused and positive manner
- ▶ Reacting to change in a neutral or positive way
- ▶ Trust and reliability
- ▶ Respectful and fair way to treat others
- ▶ Giving and getting feedback
- ▶ Paying attention to others; Thank you, I am sorry, You're welcome
- ▶ Courage to speak about difficult issues
- ▶ Talking about things straight to each other not behind the back

# Changing the point of view



Action - Could I choose to act in another way?



Emotion – Could I choose to feel in another way?



Thought - Could I choose to think in another way?

# The stories that we make are the ones that stress us the most

Byron Katie, The work,  
Four questions

Tool #4

[See videos on Youtube](#)



1. Is it true? (Yes or no. If no, move to question 3.)



2. Can you absolutely know that it's true? (Yes or no.)



3. How do you react, what happens, when you believe that thought?



4. Who or what would you be without the thought?



[Judge Your Neighbor worksheet \(ENG\)](#)  
[Tuomitse lähimmäisesi -lomake](#)

# Positive Emotions at Work



If we only look for problems it is hard to see anything else than problems.



Negative emotions narrow down our patterns of thinking and behaving.



Positive emotions broaden our capabilities to think and act. They also increase physical, mental and social resources. They are contagious!



What you focus on increases!

# All Emotions are OK

- ▶ Becoming aware of your emotions and reactions is a crucial part of self management
- ▶ Being able to get to know your emotions and naming them immediately decreases stress!
- ▶ Accepting that every emotion is important and gives you important information about you. What is the message?
- ▶ Expressing emotions in a constructive way



# Books that I recommend

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Camilla Tuominen: Leading Emotions

[Gofore Podcast](#) on emotions by Camilla

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Camilla Tuominen: Tunnekuvakirja

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Carol Dweck: Mindset

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Byron Katie: Loving What Is

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Brené Brown: Dare to Lead

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Brené Brown: Rising Strong

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Kirstin Neff: Itsemyötätunto

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For next time,  
April 28

- ▶ **Track** what you spend your time on, during at least two days on the sheet that is downloadable on the website. Notice also the work you perhaps do outside office hours.

Huddle in two weeks – Let's practice together!



Let's meet and discuss in  
two weeks in a short 45 min  
huddle



I will send you a link to Zoom



"Insanity is doing the same thing over and over again and expecting different results."

- Albert Einstein