

# Managing your self and your well-being

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Our goal is to

- ▶ Understand the Stress Reaction
- ▶ Stress – Burnout – Depression > How to prevent? What signs to pay attention to?
- ▶ Means for recovery in every day life
- ▶ Means for managing your self and your own well-being
- ▶ Tools, exercises, discussion
- ▶ The topic is serious but let's take it easy!

# Topics for our Workshops



Managing your own  
well-being and stress



Own programming and  
relationships at work



Time management

# Why do we need to manage our selves better?

- ▶ Requirements in work life today
- ▶ Increase in information
- ▶ Requirements for increased productivity and high quality
- ▶ Requirements for being more innovative, efficient and profitable
- ▶ Interruptions
- ▶ Constant hurry
- ▶ Constant change
- ▶ Need for constant self development

# Future Skills at Work 2020

1. Complex problem solving.
2. Critical thinking.
3. Creativity.
4. People management.
5. Coordinating with others.
6. Emotional intelligence.
7. Judgement and decision making.
8. Service orientation.
9. Negotiation.
10. Cognitive flexibility.

► The World Economic Forum *The Future of Jobs* report

# 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



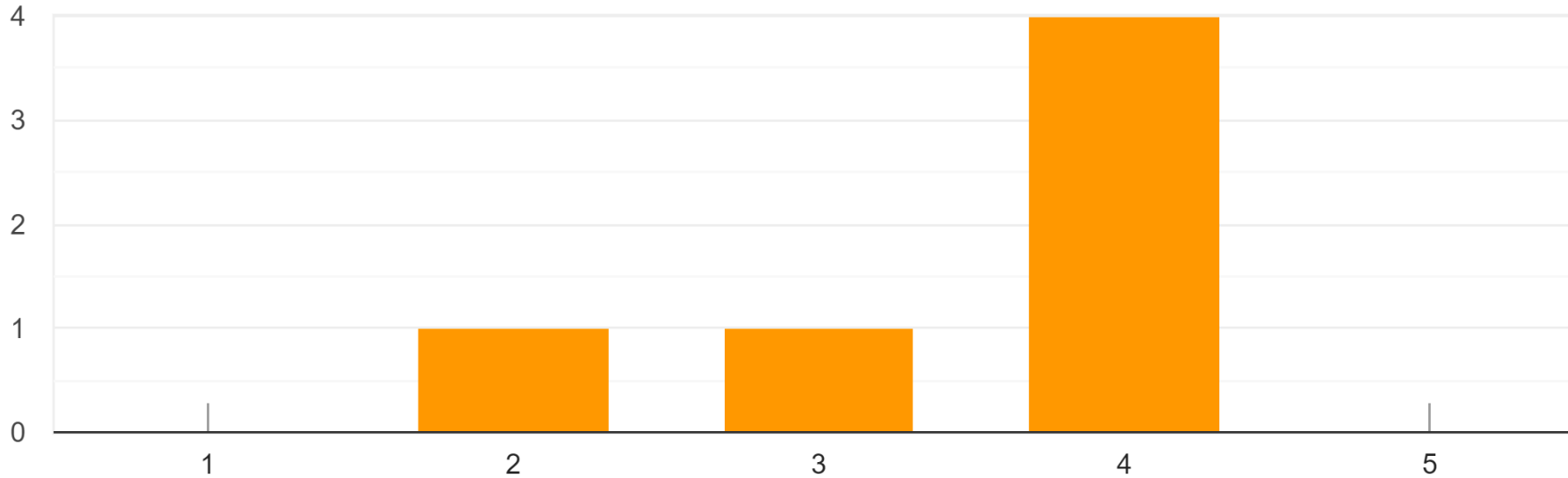
Well-being skills – Mental, physical and social well-being

# Managing your self as a professional

- ▶ Becoming aware of your own resources and one self
- ▶ Becoming aware of your beliefs, thoughts and emotions that guide our actions.
- ▶ Goal-orientedness in every day life
- ▶ Understanding your time management, ways of working and reacting.
- ▶ Managing stress and change
- ▶ Willingness for change if needed

Please, rate your current stress level on a scale of 1-5

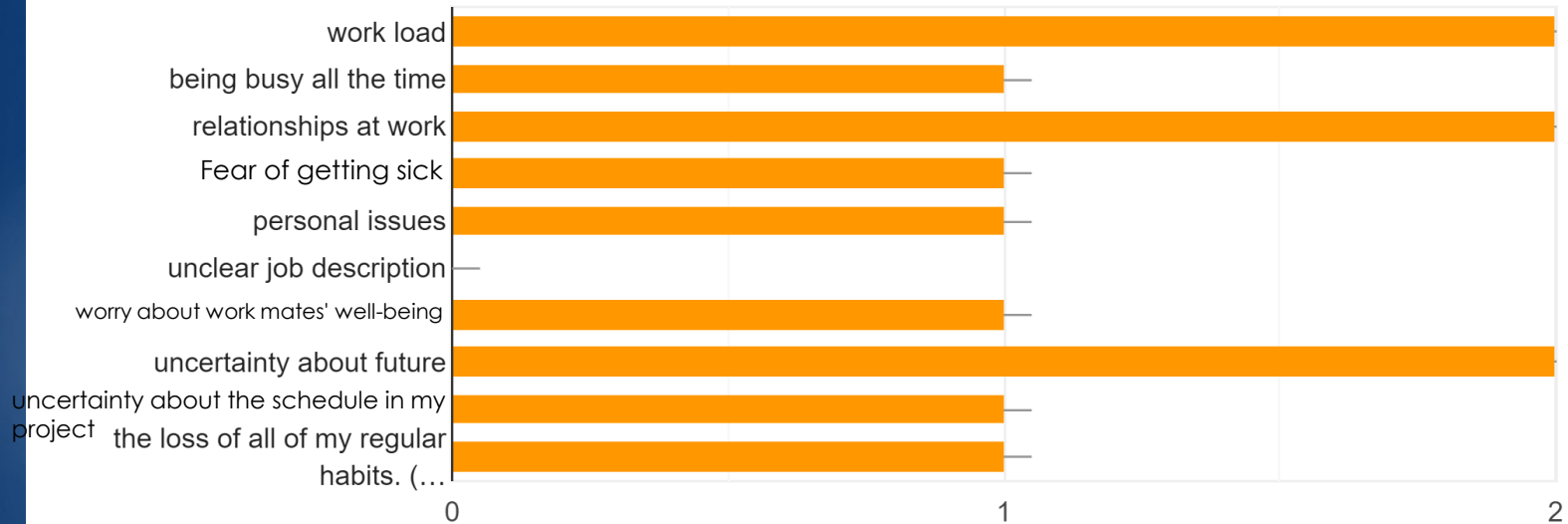
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## What burdens you the most at the moment?

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# What happens in a Stress Reaction



- ▶ Stress is an autonomous and automatic reaction to a threatening situation.
- ▶ Our brain sends a message to the sympathetic nervous system that activates and to the adrenal gland. Due to that our body starts developing stress hormones (cortisol and adrenalin)
- ▶ The result is arousal: heart rate speeds up, you get swetty, your muscles get tense. Your attention gets narrower and you concentrate only on survival.
- ▶ You are in a fight or flight -mode

# Breathing

- ▶ **Breathing** is the simplest way to relax and helps you recover immediately
- ▶ Stress breathing is fast and topical. When relaxed you breathe deeply and slowly.
- ▶ Slow breathing activates your vagus nerve that is connected to your heart, lungs and digestion.
- ▶ **Slows down our sympathetic nervous system and relieves the Fight of Flight - reaction**

# Tool #1



Lengthened exhale slows down the heart rate



Used regularly normalises the level of stress hormones, helps recover from stress and increases your energy.



Used by professional soldiers and top athletes to enhance performance

Stress is not  
merely  
negative



We need a certain amount  
of stress to keep us vital,  
energetic and happy.



Good stress – bad stress  
**We need to recover from  
enthusiasm too.**

# What is stress?



Our brain's interpretation of the situation at hand.



Even 90 % of stress is unconscious.

# Continuous Stress Affects on Many Levels



**Emotional:** tension, anger, depression, short temper, increase in conflicts in relationships, decrease in work satisfaction. Risk for burnout!



**Cognitive:** hampers decision making, causes helplessness, memory problems ja learning problems, cynicism, blaming



**Physical:** weakening of the immune system, accidents at work increase, sick leaves and even work inability

# Continuous stress affects on many levels



**Motivational:** lack of enthusiasm, inability to take action, indifference, lack of work motivation



**Behavioral:** life style deterioration, separation from human contact, decrease in performance



# Stress becomes expensive

- ▶ Stress causes **almost half of all lost work days**, that cost over 136 billion euros in Europe as a decrease in productivity.
- ▶ Work related stress causes both direct and indirect the cost of at least one billion euro in Finland yearly.
- ▶ **Every fourth employee experiences burnout** in Finland

# Symptoms of Negative Stress



Tension, anxiety and short temper



Disturbances in sleep



Neglecting own well-being and hobbies



Decrease in physical activity



Increased use of alcohol



Change in mood and lack of vision



Lack of motivation

## Stress can lead to burnout

- ▶ **Continuous overload at work can lead to burnout**, which then can lead to depression.
- ▶ Human suffering
- ▶ Financial costs
- ▶ When stress gets chronic, the risk of physical illness increases



Anyone  
can burn  
out!

# Recognise the symptoms of burnout early!

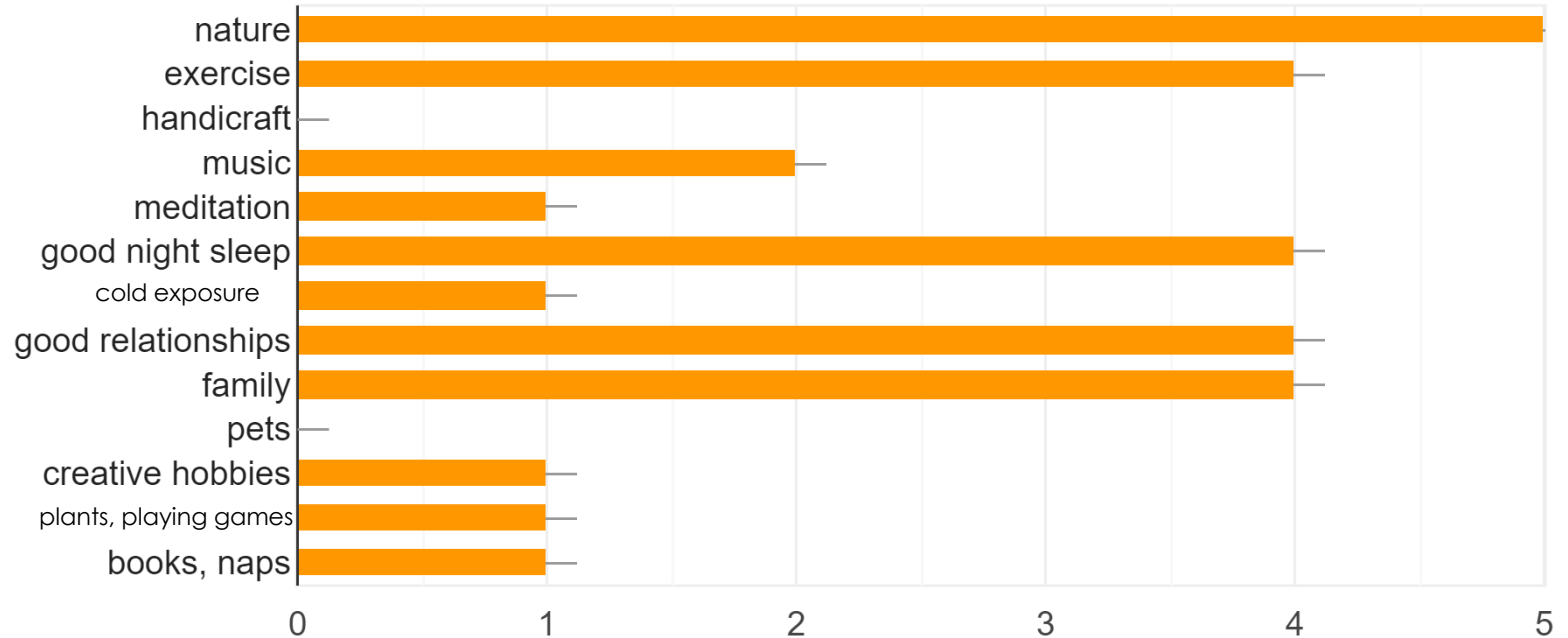
- ▶ The symptoms are very individual!
- ▶ They develop over a long period of time and we easily get used to them.
- ▶ Be aware of these three critical symptoms in yourself or your work mate. (Työterveyslaitos)
  - ▶ **Chronic fatigue: Thinking is not clear, no recovery during weekend, sleep disturbances, anxiety**
  - ▶ **Change of attitude towards work: cynicism and helplessness**
  - ▶ **Change of attitude towards one self: lowered professional self-esteem**

# Recovery

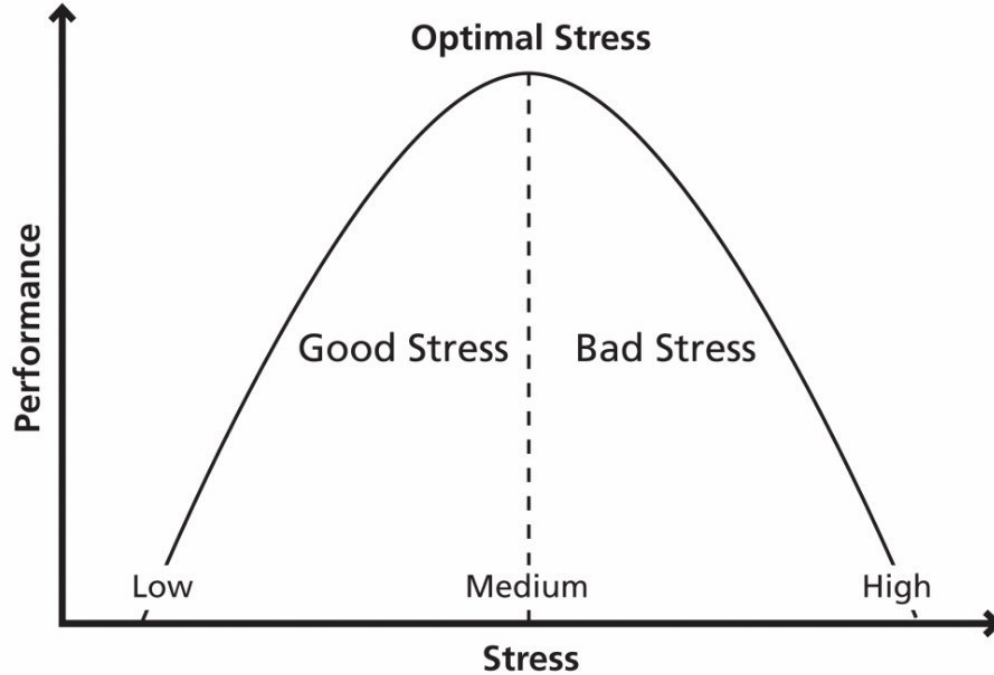
The one who recovers is  
the one who succeeds!

## What are you means for recovery at the moment?

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## The Yerkes-Dodson Law



Peak performance is made of sufficient amount of stress!



# Is your recovery sufficient?



**Only half of our work force recovers sufficiently (YLE 9/2018)**



Physiological recovery: body recovers from arousal to a normal level.



Psychological: The employee feels that she is capable of continuing the work.



Problems with recovery increase the risk of burnout!



**95% of the recovery happens during sleep.**

# 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*

# Clearing your mind, mindfulness



Helps relieve stress



Helps increase concentration



Enhances memory



Clears thoughts



Helps with self-control



Develops self-management – becoming aware of yourself, your thoughts

## TOOL #2 MINDFULNESS

- ▶ Used by workers at Google, Ford, YK, SAP, Accenture, Helsinki City, Orion etc.
- ▶ It makes us more efficient, helps us concentrate and get along with people.
- ▶ Mindfulness is a quick way for you to quiet the noise in your head and get back to the present moment.
- ▶ Start with a couple of minutes
- ▶ Use regularly
- ▶ Make it as easy as possible for you!

# Means for recovery and stress relief

Sleep

Exercise

Nutrition

Nature

Good  
relationships

Touch, hugs,  
massage

Hobbies

Cold  
exposure

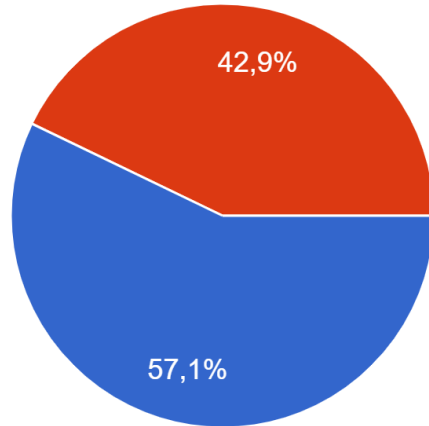
Own  
boundaries

Sauna

Stress  
management  
tools

## How much sleep do you usually get?

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- less than 7 hours
- 7 - 9 hours
- more than 9 hours

# SLEEP

- ▶ The cleaning process of the brain happens during sleep.
- ▶ The brain recovers and gets its energy levels up.
- ▶ Important for learning and memory functions.
- ▶ **Most of us need 7-9 hours of sleep!**

# How to Measure Stress?

- ✓ Own assesment (online tools)
-  Firstbeat –analysis, 3 days (HRV).
-  Oura Smart Ring (HRV)
-  Moodmetric Smart Ring (EDA)
-  Emfit Sleep Sensor



# Stress Management Tools

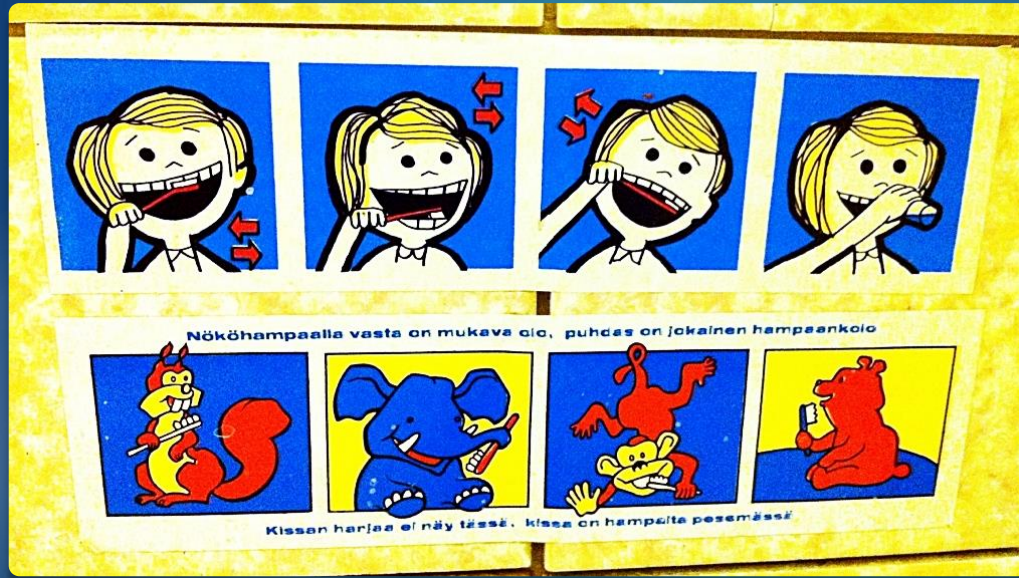
 **HeadSpace** App, Calm App

 **Oivamieli App** or oivamieli.fi

 **Mindfulness** App by Leena Pennanen

 **Relaxation Music** and guided meditations at Youtube

 **Mielenterveystalo.fi**: tests and self-care instructions



Take care of  
your stress the  
way you take  
care of your  
teeth!

# 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 #3 A THREE MINUTE TOOL

- ▶ Think about the issue that bothers you the most
- ▶ How do you feel when you think about it?
- ▶ Where does it feel in your body?
- ▶ Say a request in your mind that this is the feeling and the issue that you want to relieve.
- ▶ Put your hands on your heart and hold them for a minute, breathe deeply. Put your hands on your forehead and hold them for a minute, breathe deeply. Put your hands on your head and hold them for a minute, breathe deeply. During this, think about something that you are grateful for.

Make it a part  
of your every  
day life

- ▶ Decide one thing that you do to relieve your stress daily from now on.
- ▶ How could these be measured?
- ▶ Stress is contagious but so is your good mood, too!

## Books that I recommend



Aki Hintsa: Voittamisen anatomia



James Clear: Atomic Habits



Emma Seppälä: The Happiness  
Track



Saku Tuominen: Juu ei – pieni kirja  
priorisoinnista



Shawn Achor: The Happiness  
Advantage

# Summary and links

- ▶ Summary and links will be delivered to you per e-mail.
- ▶ See you May 19<sup>th</sup> in a Huddle and May 26<sup>th</sup> in a new session
- ▶ Our Schedule:
- ▶ **Tue 12.5.2020 at 13:00-14:30 (EEST)**
- ▶ Huddle 19.5. at 13.00-13.45
- ▶ **Tue 26.5.2020 at 13:00-14:30 (EEST)**
- ▶ Huddle 2.6.2020 at 13.00-13.45
- ▶ **Tue 9.6.2020 at 13:00-14:30 (EEST)**
- ▶ Huddle 16.6.2020 at 13:00-13.45 (EEST)