

Managing your self and your well-being

— Own programming and co-operation skills

Gofore, May 26, 2020



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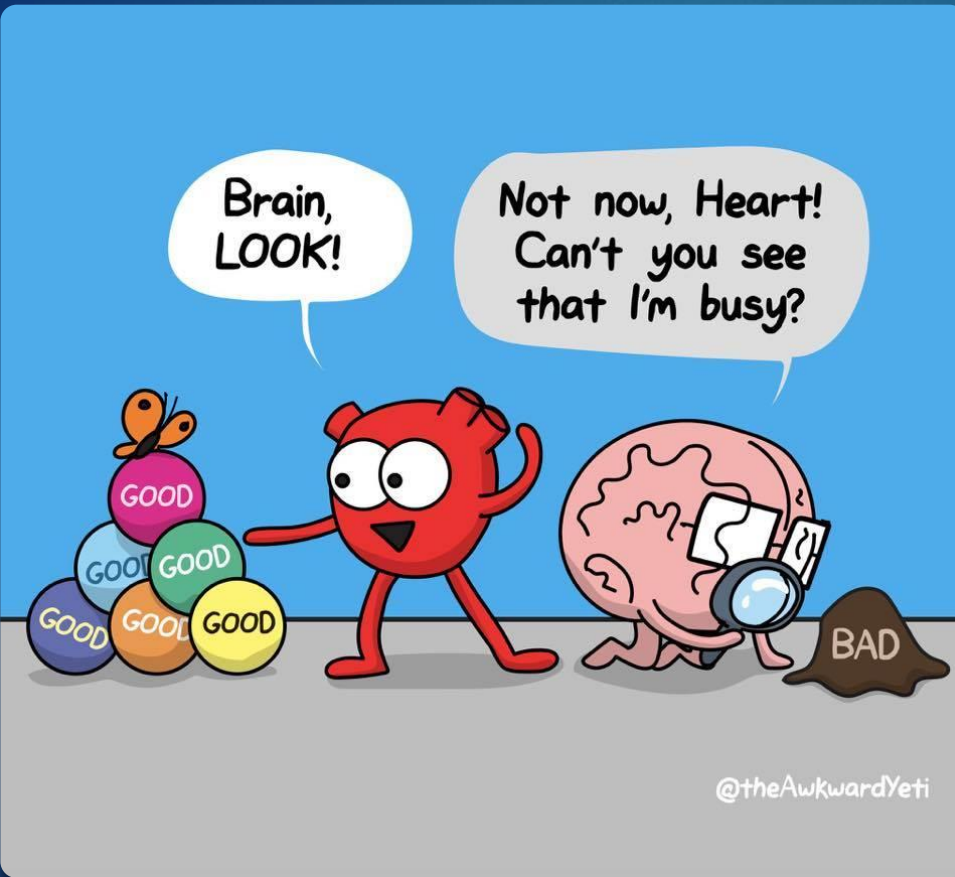
Did you
change
anything
due to our
last session?



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



Reduce alcohol consumption



Breathing, mindfulness, visualisation, gratitude

Goals for today



Becoming aware of your programming



Becoming aware of your thoughts, feelings and reactions



Developing your relationships and communication



Tools and discussion

Tool #1 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
- ▶ 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

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

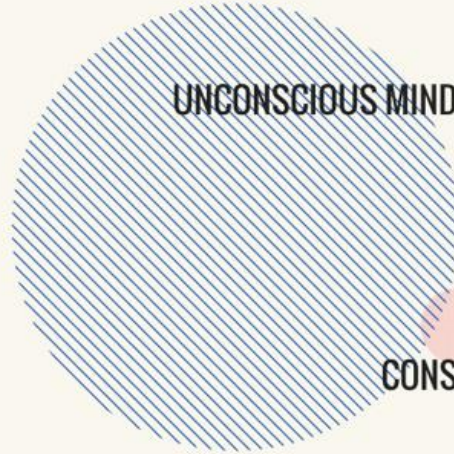


Our programming is also
modified by our life,
crises etc.



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

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TOOL #2 VISUALISATION



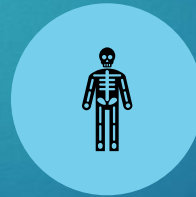
Visualisation is a way to empty and quiet down our mind and to teach our brain new ways to react instead of the unwanted reaction or to achieve peak performance.



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

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

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 good to yourself!
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 etc.
- ▶ Come up with a compassionate statement or 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?

- 
- ▶ What kind of situations in relationships usually are stressful for you?

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 of 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

Camilla Tuominen: Leading Emotions

[Gofore Podcast](#) on emotions by Camilla

Camilla Tuominen: Tunnekuvakirja

Carol Dweck: Mindset

Byron Katie: Loving What Is

Brené Brown: Dare to Lead

Brené Brown: Rising Strong

Kirstin Neff: Itsemyötätunto

For the next time

- ▶ **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 a week

- ▶ Let's meet and discuss in a week 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