

Leading Your Self Successfully - Stress Management

Gofore, October 6, 2020



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Topics for our Workshops



Managing your own
well-being and stress



Own programming and
relationships at work



Time management

Course structure



3 x 1,5 h learning modules



Sharing, learning and
exercises



Some homework between
sessions



3 x 45 min huddles

Your hopes and expectations

- ▶ To be able to increase motivation to divide my time reasonably with work and freetime,
- ▶ Some techniques for relaxing and self leading
- ▶ How to feel that “I am enough”
- ▶ Discussion on how to manage stress preventively
- ▶ Discussions how to handle multitasking in efficient way
- ▶ Hoping to learn a process and tools to better manage my work and to to better able to plan ahead both in short and long term.
- ▶ Learn something new I haven't really even thought about
- ▶ I would like to know more tools to handle the stress

Our goal today
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!



Let's discuss

- ▶ What is the your most important reason for reducing stress and managing your own well-being?

Why do we need to lead ourselves 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- leadership 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

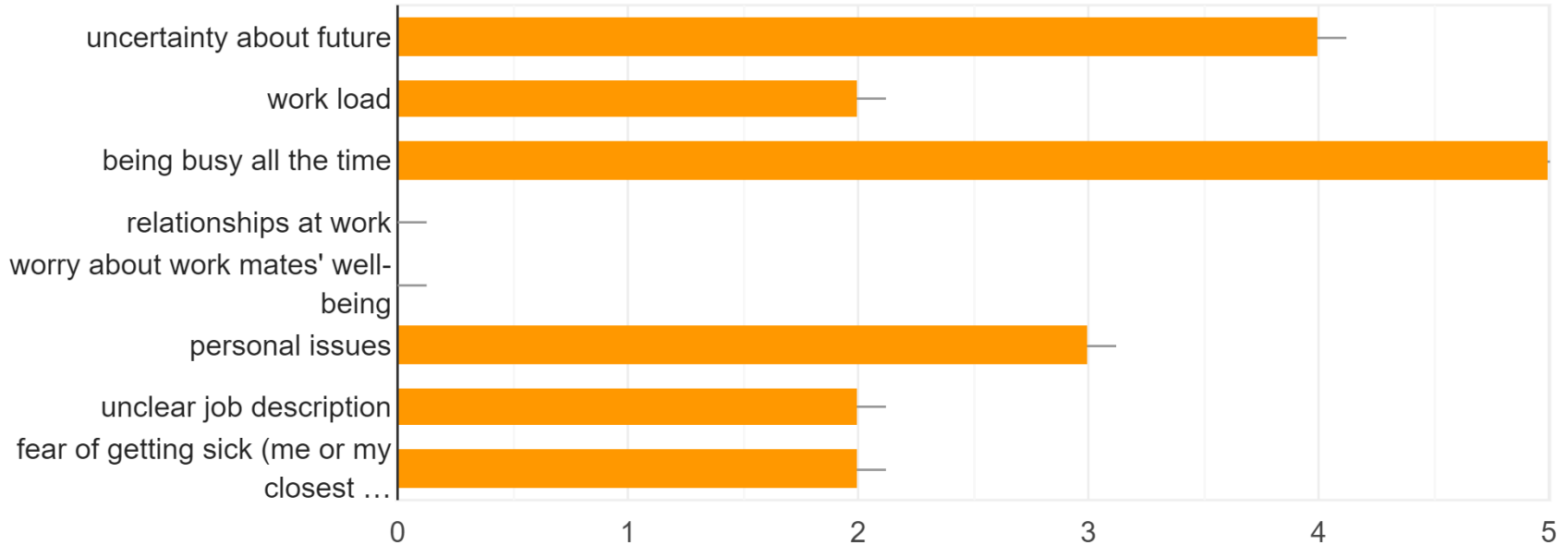
Leading your self as a professional

- ▶ 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



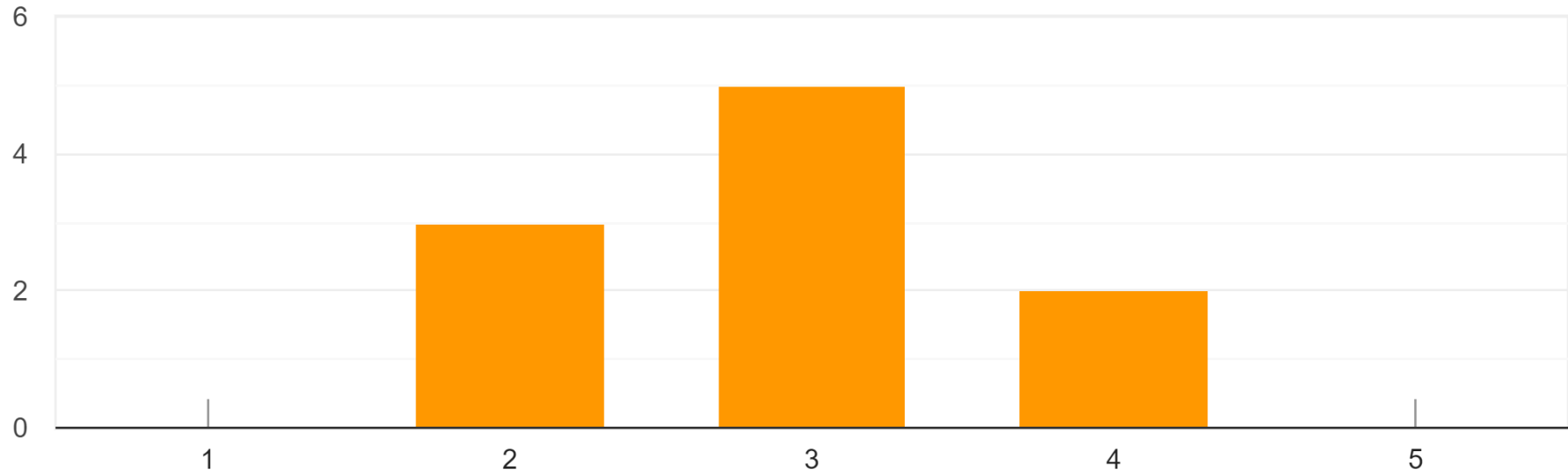
What burdens you the most at the moment?

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

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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 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 sypathetic 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, sleep disturbances

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 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!

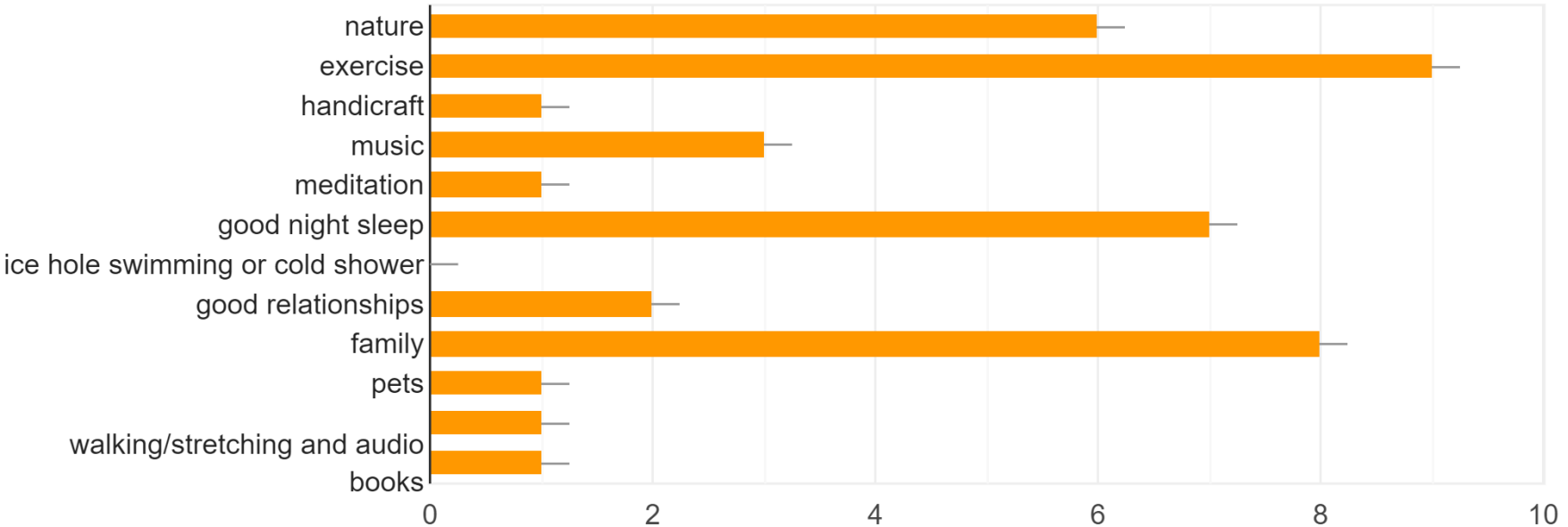
- ▶ The symptoms are very individual!
- ▶ They develop over a long period of time and we easily get used to them.
- ▶ Be aware of these three critical symptoms in yourself or your work mate. (Työterveyslaitos)
 - ▶ **Chronic fatigue: Thinking is not clear, no recovery during weekend, sleep disturbances,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

Recovery

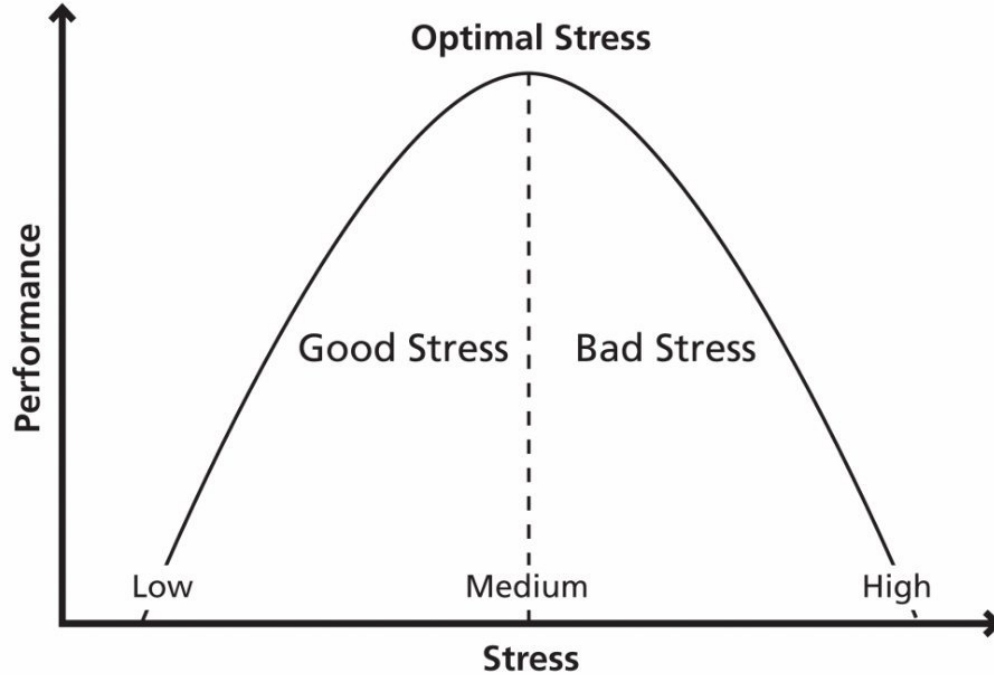
The one who recovers is
the one who succeeds!

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.

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

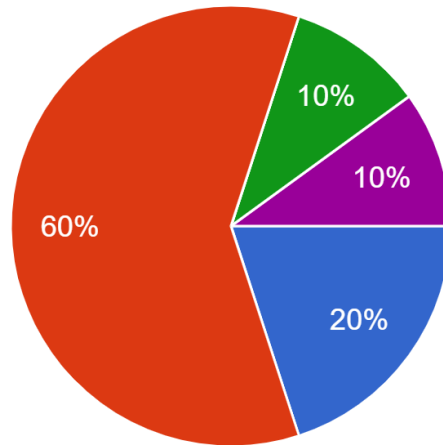
Stress
management
tools

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 much sleep do you usually get?

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- less than 7 hours
- 7 - 9 hours
- more than 9 hours
- 6-7,5 (need for sleep around 8)
- I sleep less than 7 hours, even on holidays, I don't feel tired. If I sleep less than 5 hours, then it will affect my day

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

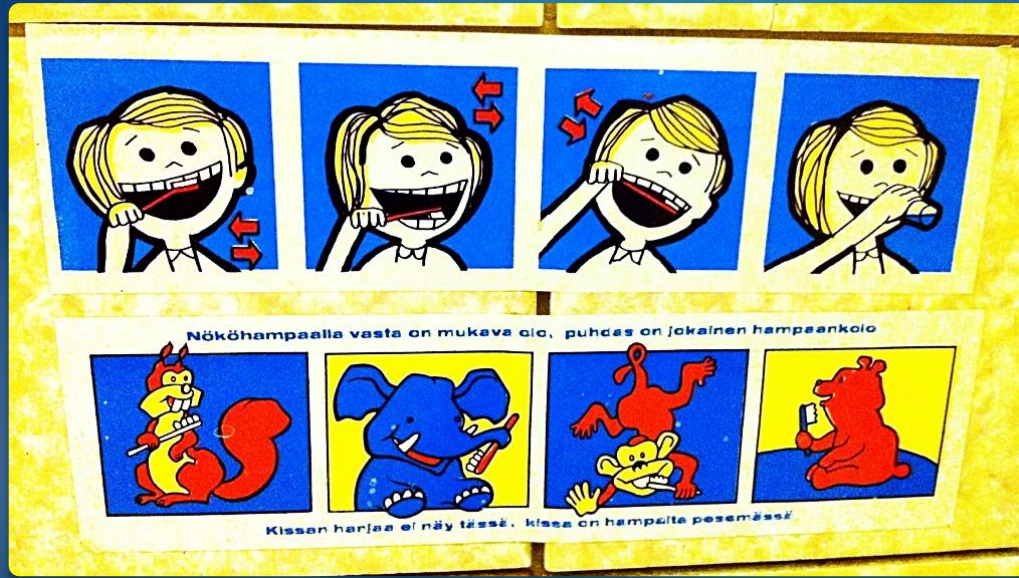
 **HeadSpace** App, Calm App

 **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 heal.
- ▶ 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.

Discuss and put it on your calendar

- ▶ 1. One thing that you do to relieve your stress daily from now on.
- ▶ 2. One thing that you do at work to relieve your workmates's stress and workload.
- ▶ 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.
- ▶ Some homework
- ▶ See you in the huddle



Do you want to know more?

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