Welcome!

Congratulations on purchasing our stress management program. This workbook and its accompanying e-book will allow you to identify the stressors in your life, learn powerful techniques for dealing with these stressors, and assist you in developing the skills for recreating your life in a more balanced and joyful way. It will assist you to be healthier and more productive at work and in your personal life. We strongly recommend that you print this workbook out so that you can easily complete the exercises.

There is no magic pill for reducing stress. Like anything else worthwhile in life, mastering the skills takes practice. The Stress Management manual and workbook are set up so that you complete assessments to identify how you currently cope with stress and then have an opportunity to practice new strategies. Because different techniques work for different people, these materials include a variety of strategies for reducing stress.

All significant life changes take patience and commitment in practicing the new principles and skills. As you proceed through the workbook, implement the ideas.

To your health,
Patricia and Rick
Table of Contents

Stress Overview 6
Interpretation of Stress Overview 12
Stress-O-Meter 13
Stress Log 14
The Stress Response 16
Relaxation Techniques 19
Changing Stressful Self-Talk 24
Affirmations 29
Active Imagination 33
Values and Mission 34
Time Management Skills 36
Say Goodbye to Perfectionism 42
Dealing with Procrastination 44
Take a Minute 45
Effective Communication Skills 47
Positive Feedback 52
My Weekly Plan 54
Quick Tips for Reducing Stress 55
Dreams and Goals 57
Creating More Fun and Laughter 58
Resources List 60
Addendum– Relaxation Scripts 61
Remember 66
“All meaningful change comes from within . . .”
Physical Symptoms of Stress

If you never experience the following symptoms, mark “0.” If you experience them occasionally, mark a “1.” If you experience them frequently, mark a “2.”

___ Heart pounding
___ Heart racing
___ Headaches (throb)ing
___ Frequent fatigue
___ Clenching jaw
___ Shortness of breath
___ Asthma
___ Nail biting
___ Difficulty sleeping
___ Upset stomach
___ Excess gas
___ Constipation
___ Diarrhea
___ Lack of interest in sex

___ Headaches (steady pain)
___ Neck, back or shoulder pain
___ Muscle spasms
___ Rapid, shallow breathing
___ Acne
___ Dandruff
___ Excess perspiration
___ Overeating or loss of appetite
___ Dry mouth
___ Allergies
___ Frequent colds
___ Frequent flu
___ Skin rash
___ Increased use of alcohol or drugs

Physical symptoms of stress score: add up all the numbers above ___
For at least a week, keep track of situations where you notice symptoms of stress—tension in your stomach or muscles, feelings of anger or helplessness, etc.

<table>
<thead>
<tr>
<th>Stressor</th>
<th>Thoughts</th>
<th>Symptoms/Feelings</th>
<th>How did you handle the situation?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Make copies of this page or use a personal journal for your entries.
What happens when you practice relaxation . . .

Breathing slows down and deepens

Oxygen rate use is lower

Heart rate decreases

Muscles and skin relax

Brain waves are slower

Brain wave harmony is greater

Activity of key hormonal glands decreases

Feelings of harmony and well-being increase

Greater physical balance is restored

Practicing deep relaxation even a few times a week can quickly help you restore greater balance in your body. And because body, mind, emotions, and spirit are all connected, you will experience positive changes in every area of your life.
Beliefs for promoting effective thinking:

1. It (the situation) doesn’t do anything to me. I can react or not.
2. I don’t need to take it personally.
3. Everything is exactly the way it is supposed to be.
4. We are all FHB’s (fallible human beings.)
5. It takes two to have a conflict.
6. We feel the way we think.
**Positive Focus Statements**

Use these simple “thought changes” to communicate with yourself more effectively!

<table>
<thead>
<tr>
<th>From awfulizing . . .</th>
<th>To a positive focus . . .</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>I’ll NEVER get everything done!</em></td>
<td>All the important things will get done. Slow down, breathe, and focus.</td>
</tr>
<tr>
<td><em>I can’t STAND waiting in lines.</em></td>
<td>Waiting gives me a chance to practice my deep breathing, talk to someone new, or think about something fun.</td>
</tr>
<tr>
<td><em>I really messed up on that report. See, I AM a rotten person.</em></td>
<td>That report could be improved. Who could I ask for input?</td>
</tr>
<tr>
<td><em>If only my boss (spouse, child) would shape up, I wouldn’t be so stressed.</em></td>
<td>I am willing to give up the “if only’s.” I am responsible for my own happiness. I can maintain my center even when they don’t seem perfect!</td>
</tr>
</tbody>
</table>

On an extra piece of paper write some examples of your own.
When Life Challenges Occur

I know that I am guided in the best solution for this challenge. I am willing to trust the process of my life. I easily ask friends and family for support and understanding.

Practice developing your own affirmations! Affirmations are always positive, present tense, and personal. Remember, however, that words alone are not enough. As you repeat your affirmations, FEEL them being a reality. If you feel blocked in some area, write out the affirmation, then notice the negative thought that comes into your mind and write that down. Repeat this process, writing the affirmation over and over, and the negative self-talk, until the self-talk becomes positive. Changing your thoughts takes commitment and practice!
Say Goodbye to Perfectionism

Give up “shoulding” on yourself and others.

Reward yourself for what you do accomplish rather than criticizing yourself for what isn’t done.

Set realistic goals and timelines.

Rome wasn’t built in a day (or even a year!)

Enjoy the things you do less than perfectly.

List the advantages of being imperfect.

List some other ideas to help you let go of the need to be perfect:

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

Use facing page or a personal journal for more entries.
Always Remember . . .

*THE MOST EXCITING PLACE TO DISCOVER TALENT IS IN YOURSELF.*
Click here to order
Your Personal Guide to Stress Management
Your Stress Management Work Book
and the Taking a Breather Screensaver
ONLY $19.95 US
for all three value packed resources!

Order Now