



MANAGING BURNOUT AND CULTIVATING RESILIENCE

MINI GUIDE FOR PROFESSIONALS
FROM CIVIL SOCIETY ORGANISATIONS



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Partnership 

BURNOUT

or:

STRESSED

OVERLOADED

EXHAUSTED

This mini guide will help you break the cycle of stress and return to a state of balance and productivity by adopting healthy habits that are sustainable in the long term.

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Introduction

In an increasingly dynamic world, where the pace and demands of everyday life are constantly increasing, more and more people are experiencing burnout. This state of physical and mental exhaustion, which can occur as a result of prolonged stress, has the potential to affect our health, our relationships and even our professional and personal identity. Burnout not only affects the way we perform, but can gradually erode our enjoyment, motivation and energy to actively engage in our lives.

This guide is designed to support those who feel trapped by chronic stress and burnout. Throughout it, you will find practical tools, introspection exercises and management techniques that can help you regain inner balance and motivation. Understanding the mechanisms behind burnout is key to being able to act consciously in managing it, and this mini guide gives you the steps you need to overcome daily challenges in a healthy and sustainable way.

This guide will guide you to discover the resources within yourself and show you how to implement healthy habits that support your long-term well-being. Together we'll explore ways to reduce daily stresses, better manage your time and emotions, and strengthen your resilience - the ability to cope with stress and return to a state of balance and productivity. More than just a set of solutions, this mini guide takes you on a journey of self-discovery, training you to cultivate a mindset that is oriented towards health and balance. This guide is designed to be a useful tool for both individuals and organizations. Whether you are looking for personal solutions or trying to support the team you work with, this material will guide you step by step towards achieving a healthy and sustainable balance.



Objectives of the Guide

The objectives of the guide are essential to provide a clear and practical understanding of Burnout and how to prevent and intervene. The guide aims to support individuals and organizations in identifying, understanding and managing the effects of Burnout, promoting a healthy organizational culture and supporting employee well-being. Here are some of the main objectives of the guide:

1. Defining and understanding the concept of Burnout

- **Objective:** To provide a clear definition of burnout and present its fundamental characteristics, including physical, emotional and behavioural symptoms. The guide will help readers recognize the early signs of Burnout and understand its impact on health and performance at work.
- **Aim:** To raise awareness of Burnout so that people can spot the early signs and seek help before it gets worse.

2. Identifying risk factors and causes of Burnout

- **Goal:** To explore the internal and external factors that contribute to burnout, including task overload, lack of organizational support, value conflicts, and toxic work environment. The guide will provide real-life examples and cases to help readers recognize the factors that can lead to burnout.
- **Purpose:** To help organizations and individuals prevent burnout by changing the environmental and human resource management issues that contribute to chronic stress.

3. Promoting employee health and well-being

- **Objective:** To encourage the implementation of effective strategies to protect the mental and physical health of employees. This objective will include recommendations for work-life balance policies, regular breaks, emotional support, and the formation of a supportive work climate.
- **Aim:** To create a work environment that minimizes the risks of burnout by improving working conditions and helping employees manage stress.

4. Developing self-monitoring and stress management skills

- **Objective:** To provide employees and managers with tools and techniques to self-monitor stress levels and burnout risks. The guide will include relaxation exercises, mindfulness techniques, and suggestions for maintaining a balanced lifestyle.
- **Aim:** Improve self-awareness and the ability to manage stress effectively to prevent burnout.

5. Providing strategies for prevention and early intervention

- **Objective:** To provide organizations and employees with concrete steps to prevent Burnout from occurring and to intervene effectively in existing cases. These strategies will include regular Burnout risk assessments, counselling sessions, peer support and mentoring, and the development of a more flexible organizational culture.
- **Aim:** To reduce the risk of burnout by implementing an active support system that allows for rapid and effective intervention.

6. Support organizations in creating burnout prevention policies

- **Objective:** To support organizations in developing and implementing organizational policies and practices to prevent burnout. The guide will include recommendations for changing organizational structure, balanced resource allocation and creating an inclusive and supportive work environment.
- **Purpose:** To help organizations adopt policies that foster employee mental health, thereby preventing burnout and improving productivity and job satisfaction.

7. Creating a framework of continuous support for burnout prevention

- **Objective:** To assist organizations in maintaining a framework of ongoing support for employees through training programs, feedback sessions and regular evaluations. The guide will promote the importance of continuous education to prevent burnout, not just when it occurs.
- **Aim:** To create a sustainable prevention and intervention system that reduces long-term risks and supports employees in maintaining their mental health and personal balance.

8. Improving communication and organizational culture

- **Objective:** To encourage organizations to invest in improving internal communication and build an open and supportive organizational culture. The guide will suggest ways to improve dialogue between employees and management and promote a working environment based on mutual respect and support.
- **Purpose:** To create a work climate in which employees feel valued, encouraged to communicate openly about their difficulties and ask for help when they need it.

9. Promoting a healthy work-life balance

- **Objective:** To provide recommendations for employees and managers on maintaining a work-life balance. This objective will include tips for time management, prioritizing tasks, and the importance of recreational activities.
- **Aim:** To prevent burnout by ensuring an appropriate work-life balance that supports both professional development and personal well-being.

CHAPTER 1: BURNOUT AND STRESS

Definition of burnout

Burnout is a state of severe physical, emotional and mental exhaustion that occurs as a result of chronic, unresolved stress. This condition is often seen in professional contexts, especially when the person feels overworked and unable to cope with the daily demands. The word 'burnout' was introduced by psychologist Herbert Freudenberger in the 1970s and is described as a reaction of extreme fatigue that can lead to a decline in performance and emotional dysfunction.

Freudenberger (1974) identified burnout as a result of intense involvement and constant striving to meet external demands without adequate rewards or support. He observed that people who are most prone to burnout are often dedicated to their jobs, but face lack of recognition, support or control over their tasks.

Symptoms of Burnout: Burnout symptoms often fall into three broad categories, as modelled by burnout expert Christina Maslach:

1. **Physical and emotional exhaustion** - A profound state of tiredness and exhaustion that cannot be relieved by sleep or short periods of rest. Sufferers may feel that they no longer have the resources to cope with the demands of everyday life.
2. **Five types of cynicism and depersonalization** - A feeling of detachment from work, clients or colleagues, leading to a negative attitude towards the profession and a loss of meaning. This attitude is reflected in behaviors such as indifference, sarcasm or coldness.
3. **Decreased job performance** - Significant decrease in effectiveness at work, characterized by reduced productivity and a "I have nothing left to offer" attitude.

Causes: Burnout does not arise from a single cause, but rather from a combination of factors affecting the individual in a complex way. Common causes include:

- **Overloaded with tasks** - Many people who experience burnout are those who feel they have too many responsibilities and have no control over their time. Trying to do too much in a short space of time can lead to chronic stress.
- **Lack of control** - When a person doesn't have enough autonomy or influence over decisions that affect their work, they can feel insecure and powerless. This is a major source of psychological distress.
- **Values conflicts** - When personal values are at odds with the demands of the workplace, individuals can feel constant pressure, which can lead to internal conflict that contributes to burnout.
- **Toxic work environment** - A workplace dominated by constant stress, lack of support, rewards or recognition can increase feelings of burnout.

Risk factors: Certain professions and contexts are more prone to developing burnout. Risk factors include:

- **Caring environment** - Professions such as social workers, doctors or educators are at higher risk of burnout because of the high emotional and physical demands.

- **High demands** - People in jobs with high expectations and constant pressure, for example in finance, technology or management, are more vulnerable to burnout.
- **Lack of resources or support** - People who don't receive support from colleagues or supervisors or don't have access to the resources they need to do their jobs are more likely to experience burnout.

The impact of Burnout: Burnout not only affects job performance, but also has significant effects on an individual's physical and mental health. Notable effects include:

- **Mental health problems** - Increased risk of depression and anxiety is a common consequence of burnout. Burnout can lead to feelings of chronic sadness, loss of interest in activities and disorientation.
- **Physical health problems** - Burnout is associated with a range of physical disorders such as headaches, insomnia, high blood pressure and cardiovascular disease.
- **Decreased life satisfaction** - People with burnout can develop a sense of disillusionment with their lives, which can affect interpersonal relationships and daily activities.

The consequences of Burnout in organizations:

Organizations where burnout is common can experience serious consequences:

- **Increased absenteeism** - Employees affected by burnout are more likely to take sick days or be frequently absent from work.
- **Low team morale** - Burnout can affect the whole team, leading to a negative work climate and reduced team cohesion.
- **Staff turnover** - Employees who suffer from burnout may decide to leave the organization, leading to loss of talent and additional recruitment and training costs.

Definition of stress

Stress is the body's natural reaction to external or internal demands that put a strain on an individual's physical and psychological resources. According to the theory of Hans Selye (1976), stress is a physiological and psychological reaction to stimuli that are perceived as threatening or demanding. This response can be positive (eustress) or negative (distress), depending on how the individual perceives and manages the demands.

Stress can occur in any aspect of life, but in the workplace, it is often related to workload, deadlines, interpersonal conflicts or lack of resources. When stress becomes chronic and continues over a long period of time, it can contribute to the development of burnout.

Stress as a trigger for Burnout: Stress is an important factor in the development of Burnout, as the two conditions are closely related but not identical. Although stress can be a temporary reaction to daily challenges, Burnout is a severe form of chronic burnout that occurs when stress is not properly managed in the long term.

Burnout occurs when continuous and uncontrolled stress erodes a person's emotional and physical resources. Over time, people who experience chronic stress can become overwhelmed by their tasks and lose motivation and interest in their work.

The differences between stress and burnout: Although stress and burnout may seem similar, there are important differences between the two.

- **Stress:** It is a temporary reaction to a demand or challenge, and people who experience stress may still be able to perform their tasks, although they may feel tension, pressure and anxiety. Stress can lead to fatigue and emotional difficulties, but usually disappears once the source of stress is reduced.
- **Burnout:** Is a profound and chronic form of exhaustion that goes beyond everyday stress. It is characterized by a loss of motivation and interest in work, a significant drop in efficiency and a constant state of fatigue. Burnout is not just the result of temporary stress, but of ongoing stress that has not been properly managed over the long term.

Workplace stress and burnout: The workplace is often a major contributor to stress and burnout. High demands, lack of recognition, time pressures and interpersonal conflicts can generate constant stress which, in the absence of appropriate intervention, can lead to burnout. Many care, education or direct customer service professions are at increased risk of burnout due to high levels of emotional and psychological stress.

In these professions, employees may experience constant stress due to social and emotional demands, as well as efforts to help others. When this stress is not managed effectively, it can lead to burnout, a sense of depersonalization (an emotional distancing from customers) and decreased performance.

Theoretical models of stress and burnout: There are several models that help to understand the relationship between stress and burnout, the most notable being:

- **Lazarus and Folkman's (1984) stress model:** This model suggests that stress is a cognitive appraisal of an event or situation as more than a person can cope with. If the person feels that the resources available to cope with a situation are not sufficient, stress sets in. It can lead to burnout and the risk of burnout if a person's psychological and emotional resources are repeatedly depleted.
- **Maslach model of burnout (1982):** Maslach, an expert in the study of burnout, emphasizes that burnout is the result of a conflict between the high demands of work and the limited resources of the individual. This model identifies three dimensions of burnout: emotional exhaustion, depersonalization and decreased personal achievement.

Health effects of stress and burnout: Both stress and burnout can affect an individual's physical and mental health. Chronic stress is linked to a range of health problems including:

- **Cardiovascular problems** - Increased risk of high blood pressure and heart disease due to high levels of the stress hormone cortisol.
- **Psychological conditions** - Anxiety, depression and sleep disorders are commonly associated with chronic stress and burnout.
- **Immune problems** - Constant stress can weaken the immune system, making you more vulnerable to infection and disease.
- **Digestive problems** - Stress can contribute to digestive disorders such as irritable bowel syndrome or stomach ulcers.

Strategies to manage stress and prevent burnout: To prevent burnout and manage stress effectively, the following strategies are recommended:

- **Time management:** prioritizing tasks, delegating responsibilities and setting realistic deadlines.

- **Relaxation and stress reduction techniques:** Meditation, deep breathing, yoga and regular exercise to reduce tension and promote mental recovery.
- **Social support:** creating a support system, whether it is work colleagues, family or friends, to cope with stress and prevent social isolation.
- **Organizational support:** Promote a work environment that provides recognition, resources and development opportunities to reduce burnout risks.
- **Self-monitoring:** Monitor your mental and physical well-being and adjust your lifestyle to maintain a work-life balance.

Conclusions: Stress and burnout are two related but distinct phenomena that can have a major impact on an individual's health and performance. While stress may be a normal and temporary reaction to daily demands, burnout is a chronic form of burnout that occurs when stress is unattended and unresolved over the long term. Understanding the differences between them and implementing prevention and management strategies are key to maintaining a healthy balance at work and in your personal life.

Identifying sources of stress at work

Stress at work is often caused by a combination of factors specific to the work environment, the organization of tasks and interactions with colleagues. A first step in managing stress is to identify these sources so that we can understand and directly address the factors contributing to discomfort and burnout. Here is a guide to recognizing the main factors that can generate personal stress at work:

1. Volume and complexity of tasks

A large number of complex or urgent tasks can quickly lead to feelings of overwhelm. Analyse your workload and assess how often you feel overloaded. Sometimes, simply being aware of this factor can be a starting point to openly discuss with your superiors the possibility of delegating or reorganizing activities.

2. Tight deadlines

Constant deadlines, especially those that are very short, can create intense stress. Ask yourself if deadline pressure is a major cause of your stress and, if possible, explore solutions to communicate the need for deadline adjustment or prioritization.

3. Lack of control and autonomy

A common stressor is the feeling of having little control over how you perform your tasks. Particularly in environments with strict hierarchical structures, lack of autonomy can lead to demotivation and a feeling of powerlessness. Identifying these moments can help you to find ways to express your need for independence and flexibility in managing your activities.

4. Role confusion and unclear responsibilities

Stress can also occur when it is not clear what your responsibilities are or when you receive tasks that do not correspond to your official role. Reviewing and clarifying expectations can be an important step to reduce the stress caused by ambiguity. Talk to your line manager to clearly establish your role and responsibilities.

5. Lack of recognition and appreciation

An often-overlooked factor is recognition. A lack of positive feedback and appreciation can reduce morale and increase stress at work. Observe how you react in the absence of recognition and, if you feel this is contributing to your stress, talk to your manager about the possibility of receiving regular feedback.

6. Interpersonal conflicts

Conflicts with colleagues, whether overt or subtle, can have a significant impact on your well-being. If you often experience tensions, rivalries or poor communication, this can be a major stress factor. Learn to identify the situations and people that cause you discomfort so that you can take steps to manage and improve professional relationships.

7. Job uncertainty and insecurity

Uncertainty about job stability can cause chronic anxiety and stress. If your workplace is prone to frequent change or uncertainty, recognizing this can be helpful in finding ways to reduce its impact on your mental state.

8. Lack of support and resources

Sometimes simply not having the necessary resources, whether financial, time or material, can increase stress. If you feel that you are being asked to achieve impossible results with insufficient resources, discussing this challenge with your superiors or colleagues can help you find practical solutions. It is important to notice these signs early, as ignoring them can lead to severe burnout, which seriously affects both personal health and job performance.

Consequences of work-related stress

Untreated stress can have long-term negative effects. At a professional level, it can significantly reduce productivity and quality of work. It can also damage relationships with colleagues and lead to increased absenteeism. On a personal level, chronic stress is a risk factor for various conditions, including cardiovascular disease, diabetes, and immune system disorders.

Strategies for Managing Stress in the Workplace

To prevent and manage stress at work, coping strategies that help you deal with sources of stress effectively are useful:

- **Setting priorities:** Organizing tasks and setting clear goals can reduce feelings of overwork.
- **Time management:** Sharing time for each activity and avoiding multitasking can help manage tasks more effectively.
- **Regular breaks:** taking short breaks during the working day helps to maintain concentration and prevent burnout.
- **Recognizing your limits:** It's important to know and respect your limits by communicating openly about your workload.
- **Social support:** Working with colleagues and developing positive relationships at work can reduce stress.

Becoming aware of workplace stress and its effects is the first step towards preventing burnout. By applying coping techniques and developing healthy habits, work-related stress can be managed in a healthier and more sustainable way, thus supporting a balanced career and a fulfilling professional life.

CHAPTER 2: PRACTICAL EXERCISES



Insight exercise - The direction of your actions

Instructions:

Reflect on a current situation that causes you concern. Carefully analyse the actions you take in this context and try to determine their purpose. These actions are rather:

- *An attempt to avoid an unpleasant situation?*
- *Or a direction towards a positive, greater purpose?*

Awareness raising activity with affirmations

Read, be aware of the statements you see, select the ones that resonate with you.

- Life is a series of small decisions.
- The quality of your life is determined by the quality of your thoughts. Banish unpleasant thoughts from your consciousness, replace them only with good thoughts.
- There is no age limit when it comes to changing your life.
- He who has overcome doubt and fear has overcome failure.
- We don't have to see the whole ladder, just the first rung. Martin Luther King
- The reason most people can't achieve success - they trade what they want most for what they want right now. Napoleon Bonaparte
- When you feel overwhelmed, focus on something that makes you feel like you've taken a step forward.
- Attention is an extremely important psychological skill because it directs energy. And where our energy is found is where we can discover our power. All you can manage as much as you can manage is your current behaviour, and attention distracted from the present to the past and the future takes your energy with you.
- It seems our only chance to experience joy to the full - is to be grateful.
- It's essential to really anchor yourself in the present, because your life is happening now, not in the past and not in the future. Focusing on the present moment means being in the here and now, interested in finding answers to the following questions: "What is going on in my life right now?", "What am I feeling?", "What am I seeing?", "What am I hearing?"
- Our wealth is not in what we have, but in the things we enjoy. Epicurus
- Bamboo that bends is stronger than oak that resists. Japanese proverb
- He who falls 7 times, shall rise 8. Japanese proverb

Although stress is often associated with negative aspects such as anxiety and fatigue, there are also **beneficial effects of stress** in certain situations. Here are some examples:

1. **Motivation and improved performance:** Stress can act as a motivating factor, prompting people to improve their performance in critical situations or on deadlines.
2. **Fight-or-flight response:** the stress response is a survival mechanism that can help mobilize energy and resources to cope with an immediate threat or to respond to emergencies.
3. **Learning and personal growth:** Stressful experiences can provide opportunities for learning and personal growth, helping us to develop resilience and coping skills in the face of challenges.
4. **Increased stress management:** Moderate stress experiences can help strengthen stress management skills, preparing us for similar situations in the future.
5. **Strengthening relationships:** In some cases, going through stressful times with others can strengthen interpersonal bonds and reinforce social support.
6. **Enhanced creativity:** Stress can stimulate the brain to find innovative and alternative solutions to challenges, which can lead to increased creativity.

It is important to recognize that not all forms of stress are harmful, and that some moderate levels of stress can have beneficial effects on our ability to adapt and perform. However, it is crucial to manage stress in a healthy way and ensure that it does not become too overwhelming or chronic.

"Recognizing Burnout" activity

Burnout is a state of physical, emotional and mental exhaustion caused by excessive and prolonged stress. Recognizing burnout can be complex as symptoms can vary from person to person. Here are some common signs that may indicate that you are burnout:

- a. Extreme fatigue: You feel constantly tired and drained of energy, even after getting enough sleep or rest.
- b. Lack of motivation: You've lost interest in activities you used to enjoy and feel demotivated about daily tasks.
- c. Emotional exhaustion: A major component of burnout is emotional exhaustion. Individuals may feel that they have put a lot of emotional effort into fulfilling their demands, but do not receive the necessary support or recognition in return.
- d. Depersonalization - lack of empathy, lack of fulfilment, lack of passion.
- e. Disillusionment and cynicism: As burnout progresses, people may become cynical or disillusioned about their work or other aspects of their lives. This negative attitude can affect their social interactions and work performance.
- f. Drop in performance: As burnout sets in, the person may notice a drop in their performance at work or in other areas of life. Concentration becomes difficult and motivation decreases.
- g. Social withdrawal: Burnout can lead to social withdrawal. The affected person may feel they no longer have the energy or interest to interact with others or participate in social activities.
- h. Decreased sense of fulfilment - a feeling of continuing futility, that nothing you do matters
- i. Trouble concentrating: You have difficulty concentrating and making decisions, and your mind seems to be in a state of 'fuzziness'.
- j. Physical symptoms: You experience frequent headaches, digestive problems, insomnia or other physical symptoms that have no obvious medical cause.

- k. Feelings of failure and inadequacy: You constantly feel as if you have failed to meet expectations, whether your own or those of others.
- l. Sleep problems: You have difficulty falling asleep or wake up frequently during the night.
- m. Relationship problems: You notice tensions in your relationships, and social interactions may become more difficult.
- n. Feelings of lack of control: You feel that you are no longer in control of your tasks and responsibilities and that you are in a state of constant overwork.

Read, analyse, be aware. If you recognize these signs in yourself or someone close to you, it's important to take steps to address the problem. It may be helpful to talk to a mental health professional, try stress management techniques, or reassess and adjust your tasks and expectations.

Activity "How to assess our Burnout level"

Burnout can be assessed through a series of practical exercises to help you reflect on your current state and identify possible Burnout symptoms. Here is a simple exercise you can do:

1. Self-evaluation through journaling

Find a quiet place: Choose a time when you feel relaxed and have time to concentrate.

Write down your thoughts: Use a journal or an app to answer the following questions:

- a. How are you currently feeling at work or in your personal life? (Ex: Stressed, exhausted, demotivated)
- b. What are the most common emotions you experience? (Ex: Frustration, sadness, anxiety)
- c. What physical symptoms are you experiencing? (Ex: Headaches, insomnia, extreme fatigue)
- d. How does your well-being affect your relationships with others? (Ex: Tensions with colleagues or family)
- e. What are the main sources of stress in your life? (Ex: Overwork, lack of free time)
- f. How do you feel about your daily tasks? (Ex: Do you find it impossible to accomplish them or find it hard to motivate yourself)

2. Assessment of symptom intensity

- Using a scale from 1 to 10, where 1 is 'not at all' and 10 is 'extremely much', rate the following:
 - a. Fatigue: How tired do you feel every day?
 - b. Motivation: How motivated do you feel to accomplish your tasks?
 - c. Stress: How stressed do you usually feel?
 - d. How well do you sleep regularly?
 - e. Performance: How much does burnout affect your performance in work or daily activities?

3. Analysis of results

- Review your answers and ratings. Identify which symptoms and aspects of the assessment received the highest scores and rate them.

- Notice patterns: Looking for patterns in your answers, notice if there are certain areas that are more affected, and which might indicate a higher level of Burnout.

4. Establishing an action plan

- Identify solutions: Based on your findings, think of steps that could help reduce symptoms of burnout. This may include adjusting tasks, improving work-life balance, relaxation techniques, or seeking professional help.
- Set goals: Set some small, achievable objectives to start tackling the problems you have identified.

5. Continuous monitoring

- Review regularly: Assess your condition regularly to monitor progress and adjust stress management strategies.

This exercise gives you an overview of your current state and can be an important first step in managing burnout. If you feel the problems are severe or persistent, it may be useful to consult a mental health professional for further support.

Questionnaire for psychosomatic symptoms

Go once through the following list of symptoms (after Stillachhaus, 2012) and mark on the right-hand side which symptoms you know you have and how clear they are.

Symptom	I know I have		
	From	No	Sometimes
Feeling weak			
Palpitations, tachycardia or arrhythmia			
Feeling of pressure or pre-cum in the abdomen			
Excessive need for sleep			
Joint or limb pain			
Feeling dizzy			
Low back pain or lower back pain			
Neck or shoulder pain			
Vomiting			
Nausea			
Feeling like a lump in your throat or suffocation			
Heartburn or acid belching			
Headaches			
Rapid depletion			
Fatigue			
Feeling heavy or tired in your legs			
Grinding			
Stinging, chest pain			
Stomach pains			
Shortness of breath in the form of a seizure			
Feeling pressure in your head			
Angina pectoris			

Those who do not perceive stress signals from their own bodies are at risk of giving up health-preserving breaks, working evenings, weekends and holidays, and thus moving, somewhat unchecked, towards the risk of developing burnout.

Learning to neutralize stress reaction

Stress is the sum of the neurological and physiological changes that occur in your body when you encounter one or more threatening *stressors*. Here comes the lion.

You're in stress reaction. What do you do?

- *RUN*
- *FIGHT*
- *BACK*

When you feel threatened your brain makes a split-second assessment to determine which reaction is more likely to help you survive.

Words that describe what it feels like when the brain chooses a stress response that gets us moving.

When he chooses to fight, we might feel - irritated, angry, frustrated, frustrated, furious or pissed off.

When they choose to run away - unsure, worried, anxious, frightened, frightened, or terrified.

Paralyzed - stuck, numb, stiff with fear, frozen, frozen.

These are natural, natural reactions, but despite the education we have received and in everyday life situations we cannot always afford them. "We must behave".

There are many ways to deny, ignore or repress your physiological reaction to stress. So, we don't complete the stress cycle, emotions get stuck, our body, cardiovascular, digestive, immune, hormonal systems suffer.

That's why it's important to develop healthy habits.

When we practice healthy habits for the first time, we feel good, but it takes time for them to become automatic. Neural pathways form slowly, over time, through repetition. It is usually said that it takes about 3 weeks to adopt a new habit, but the time frame varies from individual to individual and depends on the amount of effort and time devoted to preparation and execution.

So, remember: stick it out for the first few weeks or months and then the road gets easier. If you know that everything gets easier after that first push to overcome your inertia, you'll be able to keep your momentum going and persevere for long-term success.

The most effective way to complete the stress reaction cycle is **PHYSICAL ACTIVITY**

You run, or swim, or dance, or do absolutely anything that gets your body moving enough to make you breathe deeply.

For how long?

Between 20 - 60 minutes a day is enough for most people.

Even 3 minutes of physical activity has been proven to lower cortisol levels in the blood, help balance our hormone levels, cancel stress reaction, eliminate tension, boost confidence and help clear the mind when we're stressed.

Studies show that sitting brings many physical and psychological problems.

Three types of exercise that are highly recommended to relieve stress:

- Yoga involves balance, movement coordination, stretching.

- Walking
- Martial arts.

Make a list of at least 3 types of exercise you would like to do. If you need to, open Google and right now select these exercises to practice daily.

Breathing

Conscious breath shaping is one of the most important measures to prevent burnout. Those who temper their breathing in the morning benefit all day long. Dysfunctional breathing can lead to an insufficient supply of oxygen to the body and permanent stress, even if neither external nor internal conditions require it.

This strategy is effective when stress has not reached a very high level. Deep breathing is the gentlest way to begin to detach from the situation.

Breathing exercise

You can practice this exercise for as long as you like. I suggest you give it 5 minutes to start with.

Choose a chair that allows your feet to meet the floor effortlessly, or you can sit cross-legged while keeping your back straight. Keep your posture relaxed.

Back straight, hands on thighs, eyes closed or open. Feel the weight of your body, become aware of every part of your body. If, at any point, you feel unpleasant sensations, change position carefully.

Allow your attention to accompany your breath, there is no need to change the way you breathe, just be aware. You will notice how the mind gets bored and runs away from the present, in this case you have nothing to do but to refocus your attention on your breathing. HERE and NOW.

The abdomen swells and contracts with each breath, diaphragmatic breathing. You breathe in slowly counting to 5, hold your breath for 5 seconds, then breathe out slowly counting to 10 and pause for another 5 seconds.

Repeat 3 times - just 1 minute and 15 seconds of breathing and see how you feel.

This is how calmness and strength set in. Thinking and feeling become clearer, calmer and more balanced.

Views

When we imagine ourselves in detail doing an activity, the brain cannot tell the difference between what we imagine and what it does. The mind thinks we are experiencing what we visualize. If you close your eyes and imagine that you are sitting on a soft cloud, floating above the hustle and bustle of your life, or that you are in a place where you always feel at ease, you encourage your body to feel the way it would normally feel in the imagined environment.

Visualization exercise

You can induce physical relaxation by imagining yourself relaxed. If your heart is beating fast, you can visualize images that suggest a slow pace, such as a smooth ride in a boat, etc.

The 4 STEPS to assimilating the positive

Assimilating positive things means deliberately internalizing positive experiences into implicit memory.

It involves 4 simple steps:

1. Have a positive experience
2. To enrich it
3. Assimilate it
4. Connect the positive and the negative.

Step 1 activates a positive mental state, and steps 2, 3 and 4 fix it in your crier. The first 3 steps focus entirely on positive experiences.

Step 1. Experiment. Notice a positive experience that is already present in your subconscious, such as a physical pleasure, an intrinsic motivation, or a feeling you have towards someone you feel close to. Or you can create a positive experience. For example, you could think of things for which you are grateful, recognize your qualities or identify other tasks you have recently completed. As far as possible, make such ideas emotionally rewarding experiences; otherwise, we're just talking about positive thinking, which is easily lost.

Step 2. Enrich it. Hold the positive experience for five to ten seconds or longer. Accept it and try to feel it in your body, let it fill your mind. Enjoy it. Encourage the experience to become more intense. Find something extra or new about it. Understand how it is relevant to you, how it might nourish and help you.

Step 3. Take it in. In an intentional way, feel the experience as you accept it. Really let it enter your mind. Visualize it, feel it soothing you like a tranquilizer. Be aware that the experience becomes a part of you, a resource inside you that you can take with you wherever you go.

Step 4. Link the positive to the negative (optional). When you have the clear and intense feeling of a positive experience in the foreground of your consciousness, be aware that something negative is unfolding in the background. For example, when you feel accepted and loved, you may feel that this experience is coming into contact with feelings of loneliness from the past. If negative things distract you, let go and focus only on the positive; when you feel that you have refocused on the positive, you can let the negative things manifest in your awareness if you wish. Whenever you do, let go of all the negative and focus only on the positive. Then, to continue uprooting the negative mental content, a few times over the next hour, focus exclusively on the positive or neutral items.

Tips for learning positive things

- Would you like to know what it's like to truly assimilate the good in life? Some ideas you can use.
- Notice something pleasant that is already part of your experience. Maybe a moment of relaxation, a moment when you feel at ease.
- Find something good right now. It can be something strong, solid that protects you, useful or beautiful, such as a comfortable chair, the tree by the window or a picture on the wall.
- Think of something you've been happy about lately or in the past. It could be something as simple as having a roof over your head.

- Think of someone who makes you feel loved. It doesn't have to be a perfect relationship, but the affection, friendship and warmth between you is genuine.
- Think of someone you like.
- Think of things that make you feel strong, peaceful, confident, happy, loving.

RMP progressive muscle relaxation

The idea behind this technique is to systematically tense and relax all muscle groups, thus eliminating residual muscle tension.

Progressive muscle relaxation (PMR) is a relaxation technique developed by the American physician Edmund Jacobson in the 1920s. Its main aim is to reduce stress and muscle tension by systematically relaxing muscle groups.

Benefits of Progressive Muscle Relaxation:

- **Stress reduction:** the technique helps to lower stress levels by physically relaxing tense muscles.
- **Improve sleep:** It can contribute to a more restful night's sleep by relaxing the body overall.
- **Reduce anxiety:** Helps calm the nervous system and can reduce symptoms of anxiety.
- **Improved concentration:** By relaxing the body, the mind becomes clearer and more focused.

Progressive muscle relaxation is an accessible and effective technique that can be practiced by anyone who wants to reduce tension and stress.

Practical activity

Here's how the technique works:

Steps for Progressive Muscle Relaxation:

- Find a quiet place: Make sure you're in a comfortable environment with no distractions.
- Adopt a comfortable position: You can sit in a chair or lie on your back with your legs spread apart and your arms relaxed at your sides.
- Take a few deep, slow breaths to relax before you start.
- Start with your legs: Tense the muscles in your legs (for example, by squeezing your toes) and hold the tension for about 5-10 seconds.
- Relax: Release tension and feel your muscles relax completely. Focus on the feeling of relaxation.
- Progress to other muscle groups: Gradually moving through other muscle groups, such as calves, thighs, abs, arms, shoulders, and face, tense and relax each muscle group in the same way.
- Be aware of your progress: Each session should last about 15-20 minutes. As you practice more often, you will notice that your relaxation improves.

Self-hypnosis

Self-hypnosis is an effective technique for reducing stress and promoting relaxation. It uses states of deep concentration and suggestions to influence thoughts and emotions.

Here are some self-hypnosis techniques you can try to relieve stress:

Relaxation Induction:

- a. Find a quiet place: Sit somewhere comfortable and free from distractions.
- b. Adopt a relaxed position: You can sit in a comfortable chair or lie on your back.
- c. Breathe deeply: Focus on your breathing. Take a few slow deep breaths, breathing in through your nose and out through your mouth. Each breath should help you feel increasingly relaxed.

Focus on an Object:

- a. Use a focusing object: Choose an object, such as a candle or a spot on the wall and focus on it.
- b. Keep your eyes on the object: Allow yourself to immerse yourself in focusing on the object, letting it capture your full attention.

Countdown:

- a. Count from 10 to 1: Start counting from 10 to 1, telling yourself that you will feel more relaxed as you count.
- b. Each number represents deeper relaxation: Visualize yourself becoming more relaxed and calmer with each number.

Positive Suggestions:

- a. Create positive cues: Once you're in a relaxed state, use positive cues to combat stress. For example, "I am calm and calm" or "I handle my stress easily."
- b. Repeat the suggestions: Repeat these suggestions a few times, creating a clear mental picture of your relaxed state.

Self-Suggestion Training:

- a. Use the 'anchor' technique: Create a physical 'anchor', such as gently pressing your thumb and index finger, to remind you of your relaxed state. Use this anchor during the day to induce relaxation quickly.
- b. Suggest calm: In times of stress, use this anchor and quickly suggest calm and relaxation.

Additional Tips:

- Practice regularly: For best results, practice self-hypnosis regularly.
- Be patient: It can take time to become completely comfortable with self-hypnosis techniques.

Self-hypnosis can be a powerful way to manage stress and promote relaxation. With a little practice, you'll be able to relax more easily and manage your daily stress better.

Mini meditation

In general, meditation techniques fall into two types: concentrative and non-concentrative.

Concentrative meditation techniques are based on concentrating on a focal point; the meditator's attention is directed to an object, sensation or idea, such as a candle, a mantra, a piece of chocolate or the sound of one's own breath.

Non-concentrative meditation, also known as mindfulness-based meditation, takes a more detached approach. The central concept of this form of meditation is awareness of all things, rather than focusing on a single object. The object of attention can be said to be the present moment.

Even meditation sessions of just three minutes have been shown to be beneficial, but longer, frequently practiced sessions bring greater benefits, such as:

- Increased well-being.
- Improved concentration.
- Reducing anxiety.
- Lower blood pressure.
- Better health for a wide range of conditions (allergies, sleep disorders, depression, compulsive eating).
- Reduced reactivity to stress.

Minim meditation is a simplified form of meditation that can be easily integrated into everyday life, even for those with a busy schedule. Its aim is to deliver the benefits of meditation in a short space of time, usually between 1 and 5 minutes.

Here are some minimizing techniques and exercises that can be done quickly and effectively:

1. Conscious Breathing:

- a. Find a quiet place: It can be anywhere you feel comfortable, whether at home or in the office.
- b. Focus on your breath: Close your eyes and concentrate on your breathing. Take a deep breath in through your nose, feeling your belly swell, and exhale slowly through your mouth.
- c. Count your breaths: Count to 4 as you breathe in and then to 4 as you breathe out. Continue for 1-2 minutes.

2. Body Scan:

- a. Relax: Sit or lie in a comfortable position.
- b. Do a quick scan: Start at the top of your head and gradually work your way down to the tips of your toes, noticing and relaxing each part of your body. Do this exercise for 1-2 minutes.

3. Focus on an Object:

- a. Pick an object: It can be anything nearby, such as a plant, a clock or a decorative object.
- b. Notice the details: Focus on the object and notice its details. Let your thoughts focus completely on that object for 1-2 minutes.

4. Exercise "5-4-3-2-2-1":

- a. Identify 5 visible things: notice and name five things around you.
- b. Listen to 4 sounds: Be aware of the sounds around you, whether traffic noises, voices or ambient sounds.
- c. Feel 3 textures: Focus on the textures you can feel (like the texture of the chair you're sitting on or the texture of your clothes).
- d. Move 2 body parts: Make light movements with two body parts (e.g. your fingers or feet).
- e. Notice 1 smell: Focus on a smell that is present around you, even if it is subtle.

5. Mantra Meditation:

- a. Choose a mantra: Select a word or short phrase that calms you (for example, "calm" or "peace").
- b. Repeat mantra: Close your eyes and repeat the mantra in your mind while breathing deeply. Continue for 1-2 minutes.

6. Visualization Meditation:

- a. Imagine a relaxing place: visualize a place that brings you peace and relaxation (such as a beach or a forest).
- b. Zoom in: Imagine yourself there, noticing all the details and feeling the relaxation. Hold the visualization for 1-2 minutes.

7. Chocolate Meditation:

- a. Hold a piece of dark chocolate between your fingers: Notice the texture, colour, and feel of it in your hand.
- b. Perceive chocolate with all your senses: Smell it, notice how it melts and let the experience be complete.

Tips for practicing minimizing:

- Be consistent: Practicing daily can bring long-term benefits.
- Make it part of your daily routine: apply minim editing during breaks or before bedtime.
- Be patient: It's normal for the mind to drift out of focus. Come back gently.

Mini meditation can be a powerful tool for reducing stress and bringing a moment of calm on busy days.

Positive Social Interaction

"Convey to your brain that the world is a safe, normal place and that not all people are bad. Help!"

We need to realize the benefits of mutual confirmation and understand that positive interactions are the basis of genuine interpersonal relationships.

It's important to have hobbies to share in groups of colleagues or friends.

We need far more positive interactions than negative ones.

Researcher John Gottman, who has studied interactions in couples, found that a relationship needs at least 5 positive interactions for every 1 negative interaction for the relationship to be enjoyable for both parties involved.

This means that every time you told your partner with phrases like "Please stop doing that, it annoys me!", you need to emphasize 5 things you appreciate in your partner. For every argument, you need at least 5 occasions where you enjoy (not just tolerate) each other's company.

Humour

When you focus on something fun in that moment, you take life less seriously. And when you do that, stress loosens its grip, and you become more cheerful. According to research, when you're going through difficult situations and feeling stressed, it's better to use humour than to remain solemn. Humour helps you distance yourself from your problems and gives you clearer thinking.

It's important to make yourself laugh, especially when you don't feel like laughing at all. Paradoxically, these are exactly the times when you need a laugh the most. It's about cultivating and maintaining a more relaxed attitude to life and not taking everything too seriously.

The condition

Research shows that a 20-second hug can lower blood pressure, alter hormone levels and improve mood. The same effect is achieved when you cuddle a cat or other pet for a few minutes.

It may not help to change the situation that caused the stress, but it helps to complete the stress cycle, relieves you, lowers nervous tension.

Crying is a natural and often beneficial reaction to stress. It is often considered an emotional release mechanism that can help end the stress cycle. Here's how crying contributes to this process:

- a. **Emotional Release:** Crying can be a powerful form of emotional release, allowing you to express and release pent-up feelings such as sadness, frustration or anger. This release can reduce the intensity of stress and bring a sense of relief.
- b. **Reducing Tension:** When you cry, your body releases endorphins, which are natural chemicals that can reduce pain and induce a feeling of well-being. This can help relieve the physical effects of stress.
- c. **Emotional Clarification:** Crying can provide an opportunity for self-reflection and clarification of feelings. Through the process of crying, you may begin to better understand the source of stress and how it is affecting you.
- d. **Improved Emotional State:** After an episode of crying, many people experience a sense of relief and calm. This may be followed by a more balanced emotional state and a greater ability to cope with challenges.
- e. **Reconnecting with Self and Others:** Crying can be a way to reconnect with yourself and others. Sharing feelings through crying, especially in the presence of others, can strengthen emotional bonds and lead to deeper emotional support.
- f. **Problem Solving:** After a cry, your mind may be clearer and more able to approach problems in a more rational way. Emotional release can make it easier to find solutions and approach stressful problems with a fresh perspective.

It is important to understand that crying is not always a sign of weakness, but rather a natural manifestation of emotions. In many cultures and contexts, crying is seen as an essential step in the emotional healing process. Accepting crying as a valid and useful part of coping with stress can help to complete the cycle of reacting to stress and restore emotional balance.

Keeping a diary

You can keep a diary in your computer, where you write daily, or in a neatly bound notebook using different coloured pens. Or a spiral-bound notebook, on sheets that tear easily, or on the mirror, wherever you are comfortable.

Methods of keeping a diary:

- a. *Emotion-cantered diary*

If you find that you obsessively focus on a particular stressor in your life, try writing about the feelings you have about that problem and explore the reasons behind them. How do you feel about the situation? If the feelings were triggered by a particular event, ask yourself: What personal needs were not met at that time? and What do I feel I need now? Exploring these issues can help you come to terms with the situation or even notice the benefits you may have gained from such an experience.

b. Solution-focused journal

This type of diary is suitable for managing anxiety or ruminating tendencies. There are two stages:

- Stressor analysis: Explore the feelings underlying the stress you are experiencing, trying to identify the events that triggered these emotions.
- Finding solutions: Don't stop at analysing emotions, move on to finding solutions. This process can create a strong sense of control and can help you discover that you have more options than you initially thought.

c. Gratitude Diary

This practice can have a significant positive impact on your well-being, even helping to reduce depression.

The most effective method is as follows:

- At the end of each day, identify three things you are grateful for. Write about each thing in detail, emphasizing the things you appreciate most. Make sure these things happened on the day and write them down in the evening before bed.

EXPERIENCES OF GRATITUDE

Please note on the left-hand side of this page the names of individuals, groups and institutions, and on the right-hand half of the page the reason for your gratitude to them.

	Individuals, groups, institutions (even the same ones several times, if you have several reasons to be grateful)	Reasons for my gratitude
1.		
2.		

d. Goal-oriented journal.

This type of journal helps you clarify where you are in life and where you want to go. You can identify personal goals and segment them into smaller steps. Then monitor your progress.

e. Dream Diary.

Dreams can reveal fragments of our unconscious thoughts. Write in your journal every morning immediately after waking up. Dream journaling allows you to discover what your deepest goals are, in order to achieve them, as well as your sources of stress and anxiety, in order to better manage them.

Awareness

- Which of these strategies would be easiest for me to practice regularly?
- How would each strategy benefit me?

Creative expression

Literature, music, visual arts and theatre give us the chance to enjoy and experience strong emotions. The purpose of these activities is to complete the stress-reaction cycle. A sign that the process is working is that you feel better and better than before you started.

Creative activities can help us relieve stress and emphasize the joy of living. When we are overwhelmed by worry, these activities can add meaning to life by calling on our special skills and talents. Their benefits increase with repetition: as we develop our skills, we tend to enjoy them more and more, rather than our enthusiasm waning. These activities give meaning to our lives, becoming increasingly important and closely linked to personal identity and self-esteem.

How do creative activities help manage stress?

Completing the stress-reaction cycle through creative activities is an effective approach to reducing the negative effects of stress. Here are some of the ways they contribute:

- a. Emotional Expression: Creative activities, such as painting, writing, music or dance, offer a constructive way to express and explore emotions. This process helps release tension and clarify feelings.
- b. Reflection and Insight: Creating through art or other creative activities provides a space for personal reflection. Analysing experiences through art can bring new perspectives and a better understanding of the causes of stress.
- c. Reframing Problems: Creative activities can help you approach problems from different perspectives. For example, writing a journal or creating stories can make it easier to find innovative solutions to stressful situations.
- d. Relaxation and Stress Relief: The creative process can induce calm and relaxation, counteracting the physiological effects of stress and promoting well-being.
- e. Improved Self-Esteem: Completing a creative project provides a sense of accomplishment and satisfaction, helping to boost self-confidence and eliminate feelings of helplessness associated with stress.
- f. Social Connection: Creative activities carried out in groups or communities provide opportunities for connecting with others, building support networks and providing a sense of belonging.

In general, integrating creative activities into your daily routine is an effective way to manage stress, helping to close the stress reaction cycle and promoting emotional balance and well-being.

Examples of creative activities:

The following activities are popular and may inspire you to create your own list, tailored to your personality and interests:

- Gardening.
- Wood carving.
- Learning a foreign language.
- Playing a musical instrument.
- Solving crosswords.
- Writing (short stories, books, poetry).
- Martial arts.
- Cooking.
- Painting and other artistic activities.
- Embroidery etc.

Set aside a time each day to complete the cycle, choosing the strategy, method, activity that works best for you.

Self-rated stress scale. "If I was an 8 on a stress scale at the start of the job, I'm now a 4," you might say.

Pleasure list

Pleasures provide a positive pick-me-up, but in the short term, they lose their intensity if repeated frequently. For example, a day at the beach isn't as wonderful if you went to the beach the day before. It's important not to 'overdose' on pleasure all at once.

To prolong the feeling of pleasure, you should:

- Use the power of anticipation: Look forward to future events.
- Savor the experience: Enjoy the present moment as it unfolds.
- Remember the good times: with photos, gratitude or other memories.

Activity: "What are your hobbies?"

Make a list of as many pleasures as you can: things to be frugal, activities, food, experiences, etc. Write down as many ideas as you can, so you can choose from the list when you need something to boost your mood.

Activity: 'The most important day

Remember the most important day of your life and relive it in your mind for 8 minutes for 3 consecutive days.

Developing healthy habits takes time. Neural pathways form slowly through repetition, just as we strengthen mental habits through practice. Similarly, repetition helps us reinforce certain lifestyles.

They say it takes about 3 weeks of regular practice to form a new habit. So, stick it out for the first few weeks or months, and then the road gets easier. By knowing this rule, you can maintain your momentum and perseverance for long-term success.

Small steps go a long way.

Don't give up!

Exercise: 'Adaptive self-enhancing thoughts'

There are many difficult situations in life where we all need to be told words of encouragement to motivate us to keep going or to help us cope with the pain we are going through. But there are times when no one is around, and you need to encourage yourself to stay strong.

Adaptive thoughts are meant to remind you of how strong you have been in the past when you faced difficult situations, and to include those encouraging words that gave you strength.

A list of adaptive thoughts:

Here's a list of adaptive thoughts that many people have found useful. Check the ones that are useful to you and create your own:

- This situation will not last forever.
- I've had many painful experiences, and I've dealt with them.
- This too shall pass.
- My feelings make me uncomfortable now, but I can accept them.
- I can be worried and still cope.
- I am strong enough to cope with what is happening to me now.
- This is an opportunity for me to learn how to face my fears.
- I can overcome this situation and not let it overwhelm me.
- I can set aside as much time as I need to unwind and relax.
- I've been in situations like this before, so I will get through this one.
- Worry, fear, sadness won't bring me down, I just don't feel well at the moment.
- These are just emotions that will eventually pass.
- It's okay to feel sad, worried or scared sometimes.
- My thoughts don't control my life, I do.
- I can change my mind if I want to.
- I'm not in danger now.
- So, what.
- This situation sucks, but it's fleeting.
- I'm strong and I can handle it.
- Other ideas: _____

Instructions:

Choose 5 favourite thoughts from this list or create others that support you.

Write them down in your phone or on a piece of paper and post them in places where you can see them every day (e.g. on the mirror, desk, fridge).

The more often you see them, the faster they will become part of your automatic thought process.

Exercise: 'Generating inner states'

Here's one way to avoid the internal conflict caused by the desire for results not yet achieved. Start the day by choosing what kind of person you want to be, not what kind of results you'd like to have but haven't yet achieved.

How can you "be" what you set out to be? First, choose the feelings you want to feel inside, such as: enthusiasm, alertness, perseverance, strength, flexibility, assertiveness, relaxation, gratitude, confidence, creativity, happiness, playfulness or commitment.

Believe it or not, we have the internal capacity to generate these emotions regardless of what is going on in our environment. We can do this by recalling in detail a time when we felt this way. As you recall that situation, notice:

- **Posture:** How do you stand or sit?
- **Breathing:** How do you breathe?
- **Facial expression:** What did your eyes and face look like?
- **Thoughts:** What do you say to yourself at that moment?

These elements are the keys to intentionally accessing the emotional energy you need to succeed in everyday life.

This exercise helps you feel confident in your ability to generate the kinds of emotional states and energies needed throughout the day. It is important to remember **this is a practice, not an instant achievement!**

Practical four-step activity

1. Step one

Choose two positive and active emotional energies that you want to feel regularly. For example: enthusiasm, commitment, gratitude, confidence or creativity. Choose energies that you can intentionally radiate around you.

2. Step two

Write down details of two or more situations where you felt clearly connected to these emotional energies. These details will help you to remember and access those states again:

- Visualize how you looked, what you saw, what you heard and how you felt physically and emotionally in those moments.
- Reabsorb the energy from these situations by experiencing positive emotions again.

3. Step three

Breathe in that energy and move intentionally:

- Walk briskly, climb stairs or run briskly, saying in your mind words like "Confidence!" or "Enthusiasm!".
- Visualize your posture, listen to how your voice sounds and express these feelings out loud.

The extra oxygen and movement will energize you physically and activate your subconscious mind, which will understand that these states are important and necessary.

4. Step four

Write on three sticky notes phrases of self-encouragement, for example, "I'm optimistic. I can feel more playful and engaged because of my _____ practice!" (Fill in the blanks with your chosen emotional energies.)

- Put a note on your bathroom mirror to set your intentions in the morning and remind yourself of positive emotions before bed.
- Put one on your dashboard or in a visible place on the way to work.
- Put third at work to encourage you to energize everyday situations.

Results:

Practice this exercise for:

- **One week:** You will begin to access your chosen emotional energies more easily.
- **Two weeks:** Positive responses will start to become automatic.
- **Four weeks:** You will develop a new habit of generating and maintaining positive emotions throughout the day.

Over time, you will be able to add other emotional resources that you want to develop until you fully master them.

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