



Information Pack

For everyone participating in the

Be resilient challenge



What should you be aiming to do each day?

1. Write to do lists before you go home each evening to clear your mind
2. Have a lunch break where you eat slowly, sit down, don't work and savour your food.
3. Spend at least 10 minutes each day doing nothing.
4. Say thank you at least once each day.
5. Sleep for 6 to 8 hours without disturbance
6. Accumulate at least 30 minutes of moderate intensity activity.

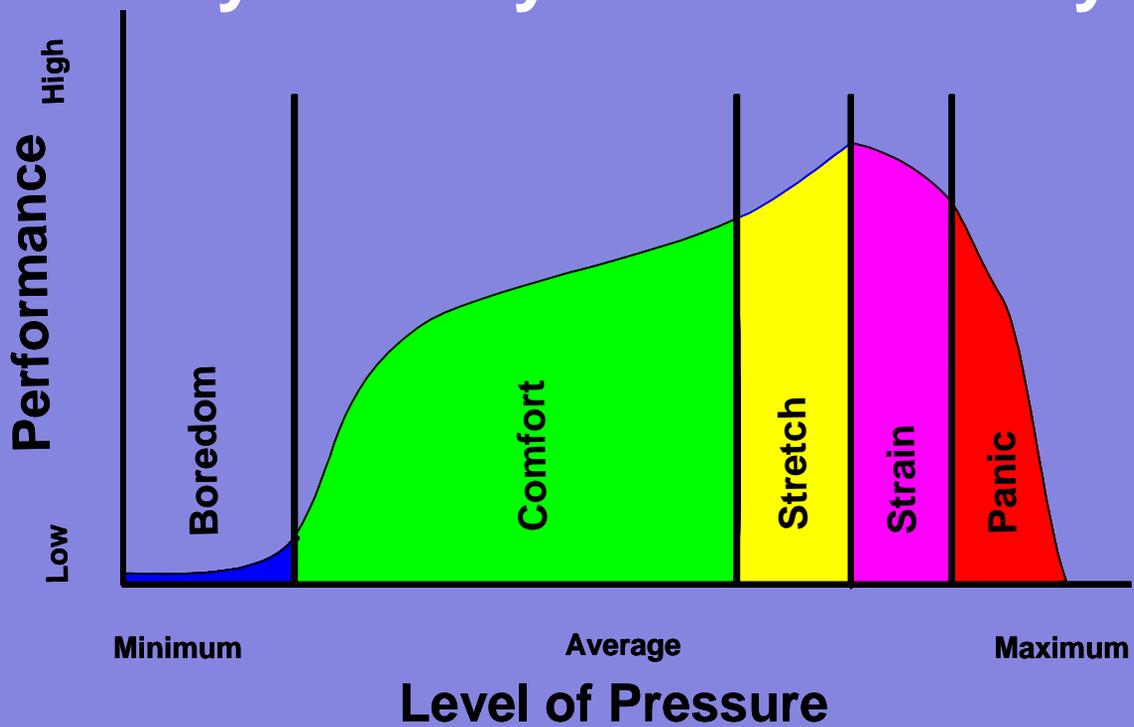


A resilient person

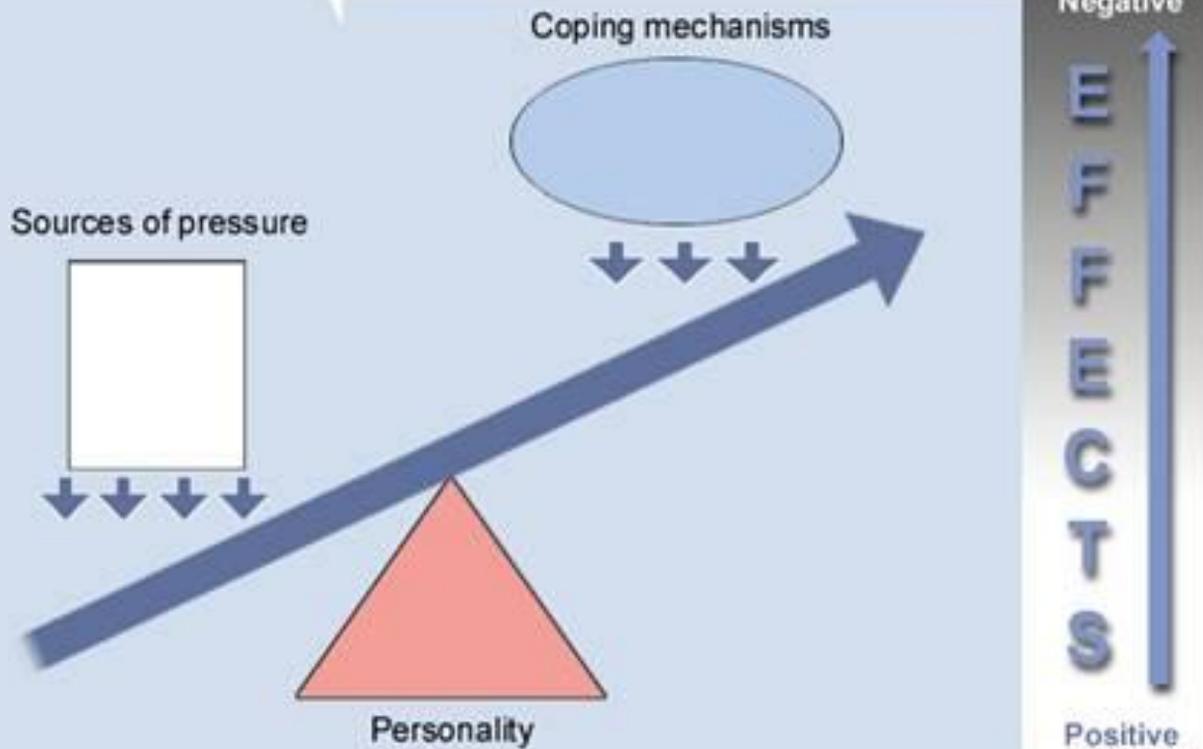
- Demonstrates confidence, adaptability and flexibility, even in a fast-paced, pressured and culturally diverse environment - **psychological well-being**
- Displays energy and stamina in meeting challenging goals - **physical well-being**
- Draws on all areas of life to maintain a healthy and **balanced** perspective and manages their energy



Identify where you are each day



Ensure you spend time in stretch and comfort



Identify your source of pressure

- 1 write a list of your main sources of pressure
- 2 identify what you can control
- 3 plan to reduce these sources if possible

Review your coping skills

- 1 how do you manage pressure
- 2 identify what you can do better e.g. take time out to relax
- 3 plan to improve your coping skills



Recuperation



Relaxation exercises

Quick Relaxation 1

- Stop
- Sigh
- Drop your shoulders
- Take two or three deeper, slower breaths out
- Carry on more calmly and, if possible, a little more slowly
- Think “I am breathing in peace and blowing away tension”

Quick Relaxation 2

- Stop
- Relax shoulders and keep mouth closed. Breathe in deeply, pushing your stomach out as you do so, and slowly count to eight
- Hold breath for the count of four
- Breathe out slowly to the count of eight
- Repeat the cycle five times



Relaxation exercises

Calming breathing

- Position yourself in a quiet environment at home or work.
- Make sure the air temperature is just right.
- Sit comfortably in a chair or relaxed position
- Drop your shoulders naturally, so that your lungs can fully expand.
- Gently lift your head and fix your eyes straight ahead of you; don't strain.
- Take 5 slow steady breaths.
- Begin 'Calming Breathing' by breathing in easily and gently to the count of 3, breathing out to the same count
- This breathing should not be noticeable to others, only your calmness should be visible.
- Try to recognise signs of stress and identify situations that are stressful. The earlier that you use calming breathing the more effective it will be.



Take control of time



Manage your time— try this:

How many hours are in a week? 168

How many hours per week do you sleep? _____

How many hours per week do you spend eating? _____

How many hours per week do you work? _____

How many hours per week do you spend travelling? _____

How many hours per week do you spend doing chores/family
taxi duties etc? _____

Now add up all the hours you spend doing weekly
tasks. _____

Subtract the answer for question 7 from the answer from
question 1 _____

The answer you have left is how much time you have for you in
an average week.

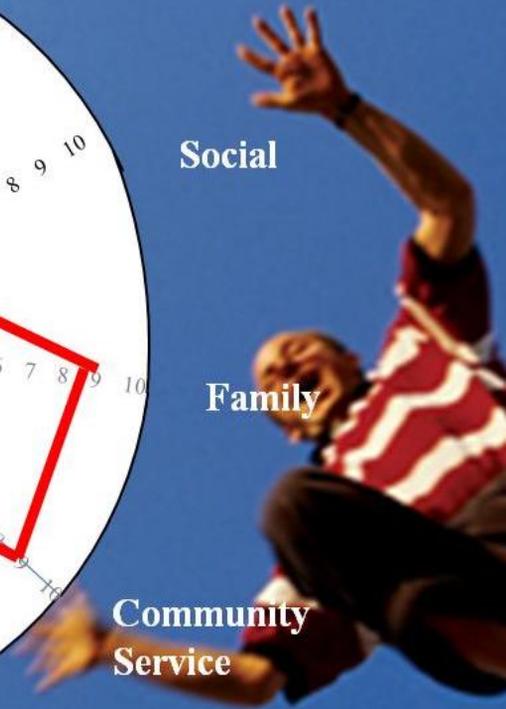
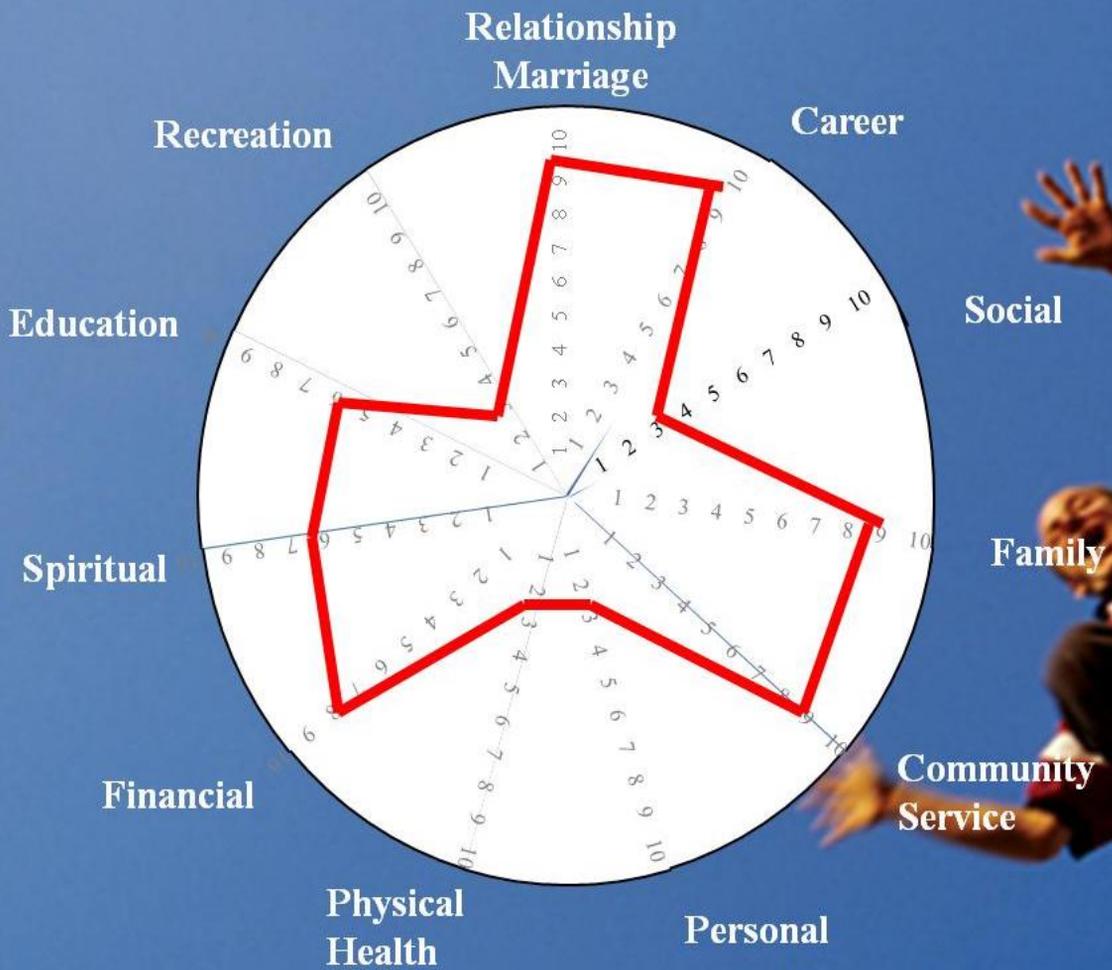


Manage your time better.

- Prioritise primarily by importance.
- Spend as much time as you can on things that are important but not urgent, as this will minimize the occurrence of things that are both urgent and important.
- Be careful not to be deceived by urgent things that would have you believe they are important.
- The key here is to be absolutely clear on your personal values and those of your organization, so that you can prioritise effectively



Manage work life balance



Take a look at the balance wheel above

For each life area give yourself a score out of 10 for your current level of satisfaction with the amount of time and energy you are spending in that area at the moment. It might be too much or it might be too little!

1 reflects a low level of satisfaction with the amount of time and energy you are spending

10 a high level of satisfaction with the amount of time and energy you are spending`

For those areas you need to work on, to set yourself some goals to improve your satisfaction levels



Manage work life balance

- Look for activities that eat up your energy and deliver little value - schedule less time for such activities, or eliminate them completely if you can.
- Sit down with the family and get everyone to evaluate how they can support you and work together to help you maintain a good work life balance.
- Clear your desk of clutter nightly; file your papers daily.
- Write your to do list before leaving the office to clear your mind.
- Throughout the week
 - Use the evenings, weekends and commuting time to unwind
 - If you have flexi time, use it tactically
- During the year
 - Make sure you use your full holiday entitlement
 - Plan your use of your holiday entitlement so you always have a couple of days spare; use these spare days in half day blocks; or for long weekends to give yourself a break after particularly intense or stressful times at work



Avoid common excuses

“I’d love to spend more time with the family, but...”;

or

“Everyone else stays late, so I do”; or

“I’m just doing this for the family’s benefit”; or

“I feel guilty about taking a lunch break”.

Do any of these phrases sound familiar to you?

You always have a choice, it might not be your preferred choice, but none

the less they are still choices, for you to make, about what’s best for you.



Good luck

- 1. There are six points available each day
- 2. 42 points per week

Your aim is to get as close to 42 per week as possible.

Print off the personal plan to track your progress daily.

At the end of each week inform your team manager of your totals.