

Tip sheet

Staying well under pressure

Manage your own resilience

Pause

Slow down, breathe and move more slowly

Stretch

Combine with regular exercise to reduce muscle tension.

Chunk your work

Try one task at a time rather than too much multitasking.

Minimise interruptions

Turn off your mobile for a period of time.

Take regular breaks

This helps you to stay refreshed. Schedule treats - have something reliably pleasant to look forward to each week.

Cross-train

Mix your activities from high intensity to less taxing work

Know what your real problem is

Heavy drinking, gambling, obsessional behaviour need professional help.

Learn to say no

- You have the right to say 'no'. The other person has the right to ask
- You deny your own importance if you say 'yes' when you really mean 'no'
- Saying 'no' does not imply that you are rejecting the other person

- If you don't want to, or have decided not to, you should say this is the case, and not just say 'I can't' or 'not able to'
- You may choose to offer reasons, but don't make excuses
- Saying 'no' is a skill. It is something that you can improve on
- Saying 'no' and not feeling guilty can be a habit which helps you grow as a person
- Don't be overly apologetic
- When you say 'no' you will have more time and energy to 'yes' to the things you really want.

Proactively manage the future

- Listen to the early warning signs
- Look after yourself - be proactive/preventative
- Manage your own stress
- Call your Employee Assistance Programme provider.

Source: David Winsborough on Resilience Training.



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