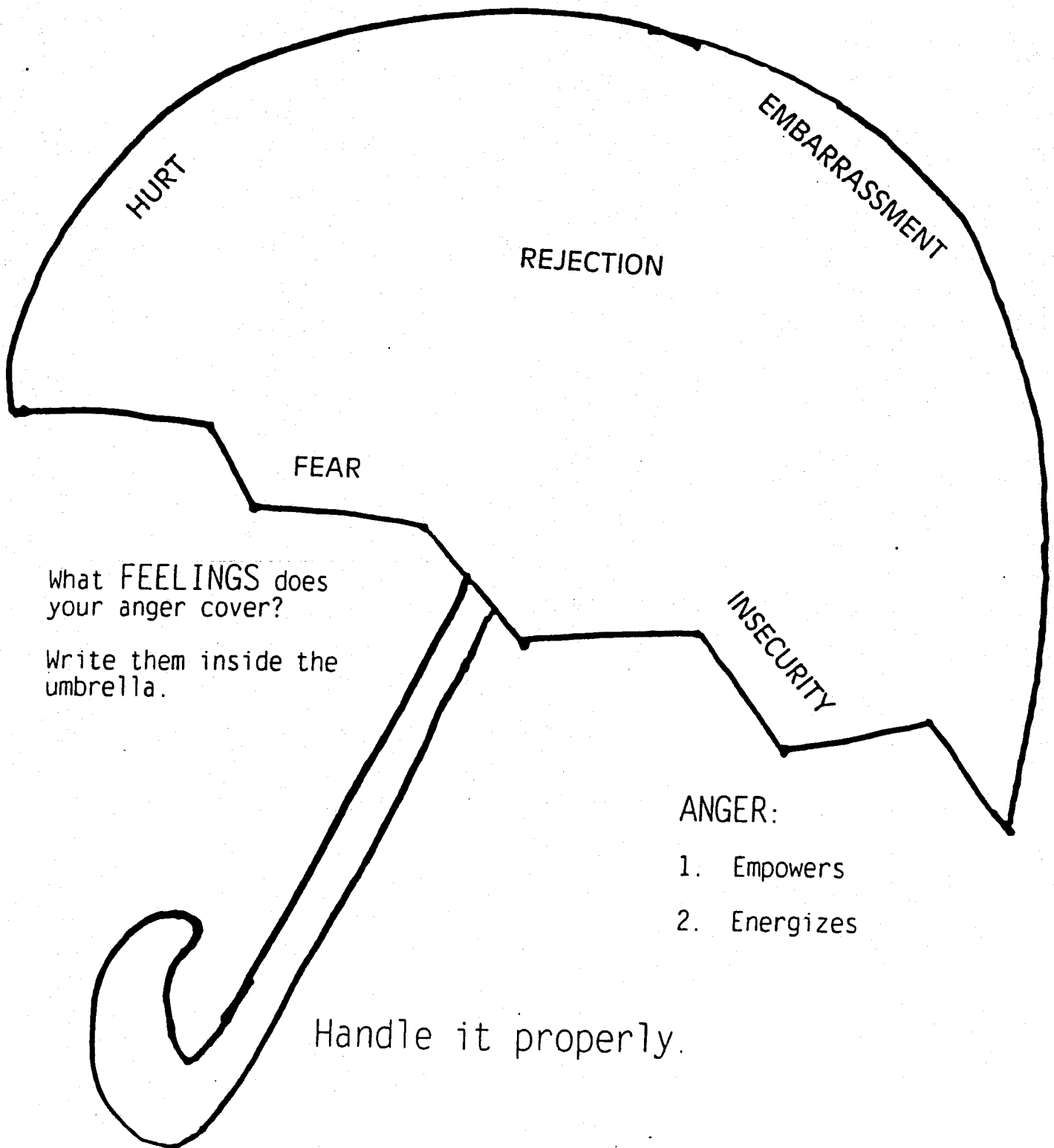


# Cognitive Restructuring

1. **Overestimation and underestimation:** Murphy's law. If anything can go wrong, it will. Tendency to overestimate the probability of a negative outcome and believing you do not have adequate personal and coping skills to address it.
2. **Misattributions and single explanations:** Singular thinking. Jumping to conclusions. Believing "This could only happen to me". Failure to consider alternative solutions/available options, often accompanied by ideas of injustice, malice intent, and failure to exercise restraint. An alternative is for the individual to consider a number of possible explanations and decide which explanation/alternative works.
3. **Polarized conceptualization:** Tendency to perceive events as either-or, good -bad, right-wrong, strong- weak, winners-losers. Inability to see gray areas. When this polarity is challenged, one becomes angry. Solution is view the gray areas between the extremes.
4. **Overgeneralization:** Angry individuals tend to make conclusion about one event (The driver cut me off in traffic) and transfer those conclusions to other similar events (All drivers are bad). The anecdote is for these individuals to focus their conclusions, emotions and behaviors to a given time and place (Because this one driver cut me off in traffic doesn't mean all drivers are bad).
5. **Inflammatory thinking:** This cognitive distortion has particular relevance to anger. It involves labeling events or people in highly negative or obscene terms, e.g., Asshole, creep, bitch, slime bucket. The emotive associated with these terms tend to escalate ones anger. The anecdote is for individuals to look at an event and define it in a more realistic negative manner.
6. **Catastrophizing:** Tendency to see an event in an extreme, highly negative, way. On a scale of one to ten, you perceive an event as being ten. I.e., this is awful, the worst thing that could possible happen to me. I am devastated. I can't stand it. The anecdote is learning to view the event in a more realistic way. Yes, it was sad, disappointing, irritating, annoying, and frustrating. But, this is not the end. I will survive this. In keeping with Scarlet O'Hara, "After all, tomorrow is another Day".
7. **Demanding commanding:** The expectation is that other people adjust their behaviors to meet your desires, moral dictates and commandments. Lots of should, ought to, have to, gotta be a certain way. Anecdote is to consider what other individuals perceive as important; accept and experience the natural frustrations and disappointment that go with not getting your desires, wishes and preferences met.

# ANGER

"THE UMBRELLA EMOTION" - IT CAN COVER NUMEROUS FEELINGS.



What FEELINGS does your anger cover?

Write them inside the umbrella.

ANGER:

1. Empowers
2. Energizes

Handle it properly.

## Five Basic Methods for Resolving Conflict<sup>1</sup>

Methods	What Happens When Used:	Appropriate to Use When:	Inappropriate to Use When
Denial or Withdrawal	Person tries to solve problem by denying its existence. Results in win/lose.	Issue is relatively unimportant; timing is wrong; cooling off period is needed; short-term use.	Issue is important; when issue will not disappear, but build.
Suppression or Smoothing Over	Differences are played down; surface harmony exists. Results in win/lose in forms of resentment, defensiveness, and possible sabotage if issue remains suppressed.	Same as above, also when preservation of relationship is more important at the moment.	Reluctance to deal with conflict leads to evasion of an important issue; when others are ready and willing to deal with issue.
Power or Dominance	One's authority, position, majority rule, or a persuasive minority settles the conflict. Results in win/lose if the dominated party sees no hope for self.	When power comes with position of authority; when this method has been agreed upon.	Losers have no way to express needs; could result in future disruptions.
Compromise or Negotiation	Each party gives up something in order to meet midway. Results in win/lose if "middle of the road" position ignores the real diversity of the issue.	Both parties have enough leeway to give; resources are limited; when win/lose stance is undesirable.	Original inflated position is unrealistic; solution is watered down to be effective; commitment is doubted by parties involved.
Collaboration	Abilities, values, and expertise of all are recognized; each person's position is clear, but emphasis is on group solution. Results in win/win for all.	Time is available to complete the process; parties are committed and trained in use of process.	The conditions of time, abilities, and commitment are not present.

## Healing Through Forgiveness<sup>2</sup>

We think, act, and feel,  
not on reality,  
but on our perceptions  
of reality.

What we hope to heal  
are our perceptions  
of our parents, loved ones,  
and others.

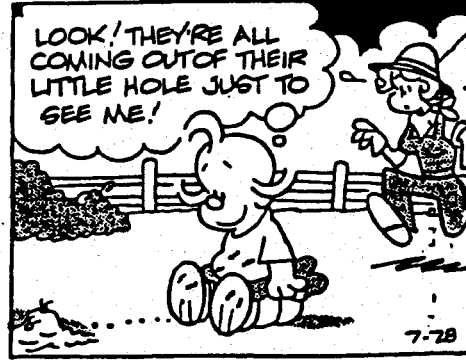
We don't heal people.  
We don't heal relationships.  
We heal our perceptions  
of our relationships.

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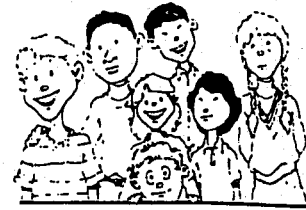
<sup>2</sup> Wolter, Dwight Lee, 1993, Freedom through Forgiving

# PERCEPTION

Hi and Lois



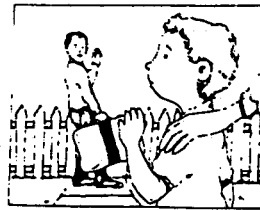
# How Do You Really Feel Today?



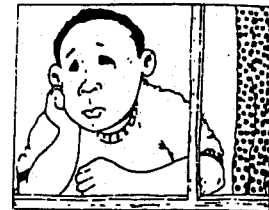
**Joyful**



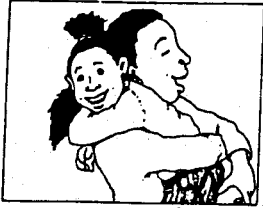
**Happy**



**Sad**



**Depressed**



**Loving**



**Affectionate**



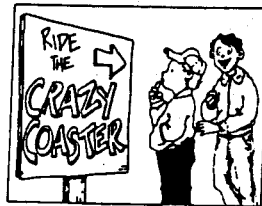
**Angry**



**Really Mad**



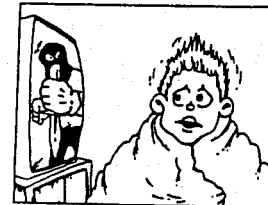
**Brave**



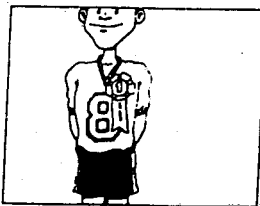
**Unsure**



**Afraid**



**Terrified**



**Proud**



**Confident**



**Guilty**



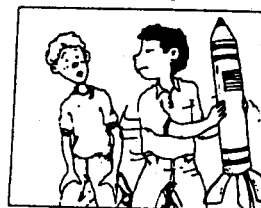
**Ashamed**



**Generous**



**Kind**



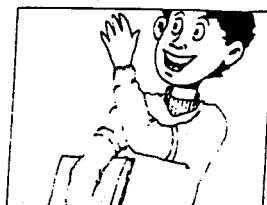
**Selfish**



**Greedy**



**Popular**



**Friendly**



**Alone**



**Lonely**

Did you know that you can change how you feel?

How do you want to feel right now?

# Massage Techniques You Can Use at Home

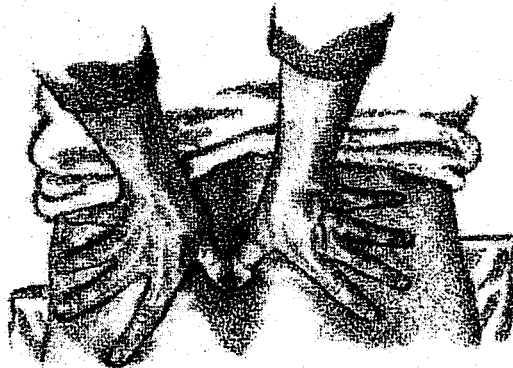
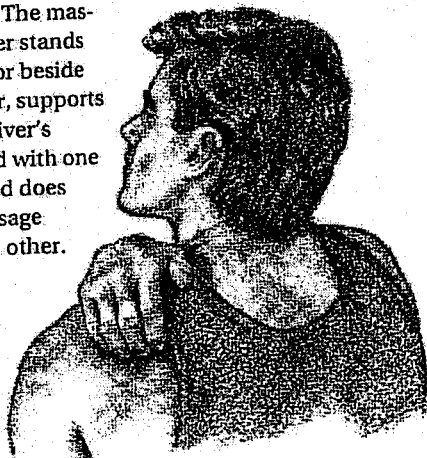
Who has not felt the effects of a stressful day in the muscles of the neck or back? Massage is one way to help smooth away the pain and headache resulting from tensed muscles. Massage also helps increase oxygen and blood flow to the area and soothes the nerves, sending calming signals to the brain. And it feels so good! Try massaging these three tension areas of the body: neck, lower back and feet. Use massage oil or lotion, if you like, for a smoother massage. Avoid exerting heavy pressure on the spinal column or other bony areas.

## NECK:

Do this exercise sitting upright in your chair or lying on the floor on your back, feet flat on the floor, knees bent.

1. Using your right hand on your left shoulder, work your fingers gently but firmly, beginning with your shoulder blade, moving up toward the neck and including the scalp. For best effect, repeat each stroke three or four times. Repeat on the other side, using your left hand.
2. Massage the thick muscular part of your shoulder at the base of your neck, using a circular motion and gradually increasing the pressure. Use the right hand for the left shoulder and the left hand for the right shoulder.
3. Finish by gently and rapidly rubbing your scalp as though giving yourself a shampoo.

For even better results, work with a partner. The massage giver stands behind or beside the chair, supports the receiver's forehead with one hand and does the massage with the other.



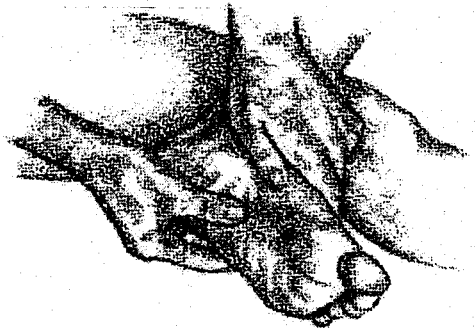
## LOWER BACK:

You'll need a partner for this. The massage receiver lies on the floor or bed face down with a pillow under the head and a pillow placed lengthwise under the chest. The giver rubs the receiver's lower back in circles on either side of the spine, moving up and down the spine and then outward to the hips. Pressure can be increased by using the thumbs and leaning into each stroke. Avoid pressing directly on the spine.

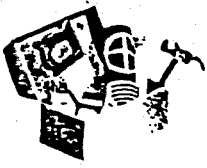
## FEET:

Sit on a chair or on the floor.

1. Rest one foot on the opposite thigh. Rub the full length of your foot, from the heel to the toes and back, with your thumbs. Repeat several times.
2. Wrap your fingers around the top of your foot and your thumbs around the bottom. Squeeze with your thumbs, starting at the arch and moving up to the toes. Repeat several times.
3. Take each toe between your fingers and gently roll it back and forth. Rub the area between the toes.
4. Supporting your ankle in one hand and your toes in the other, rotate your foot first in one direction, then in the other.



Mmmmm! Now don't you feel better?



# STRESS MANAGEMENT TOOLS

## Meditation

An ancient technique practiced in many Eastern traditions, meditation is now known to be an effective way of coping with daily stress, the kind we all experience from time to time. There are many ways to meditate. Try this method, which focuses on counting the breath.

- 1** Choose a quiet room that's not too brightly lit. The best times to do meditation are before breakfast and before dinner, but any time will do. Allow yourself five minutes at first and gradually work up to 20 minutes or more at a sitting.
- 2** Sit upright in a straight chair, with your spine erect, your ears above your shoulders and your chin tucked in—as if there were a string attached to the top of your head pulling you upright. Feet should be flat on the floor, your hands resting in your lap. Rock back and forth until you feel your posture is centered and balanced. Let your eyes droop nearly closed and directed toward a spot on the floor a few feet in front of you. Keep your body perfectly still unless you need to shift because of pain or discomfort.
- 3** Start with some deep breathing: Inhale normally and exhale deeply, letting all the breath flow out. Pause, then inhale, letting the breath flow in naturally. Use the muscles of your abdomen rather than your chest to breathe.
- 4** Now allow your breathing to become natural and somewhat slow, as though you were settling down to sleep. As you exhale, count "one." Continue counting, each time you exhale, up to 10. If thoughts enter your mind and you forget to count, simply notice and dismiss the thoughts, then begin again at "one." Do the same with sounds and bodily sensations: simply notice and dismiss them.

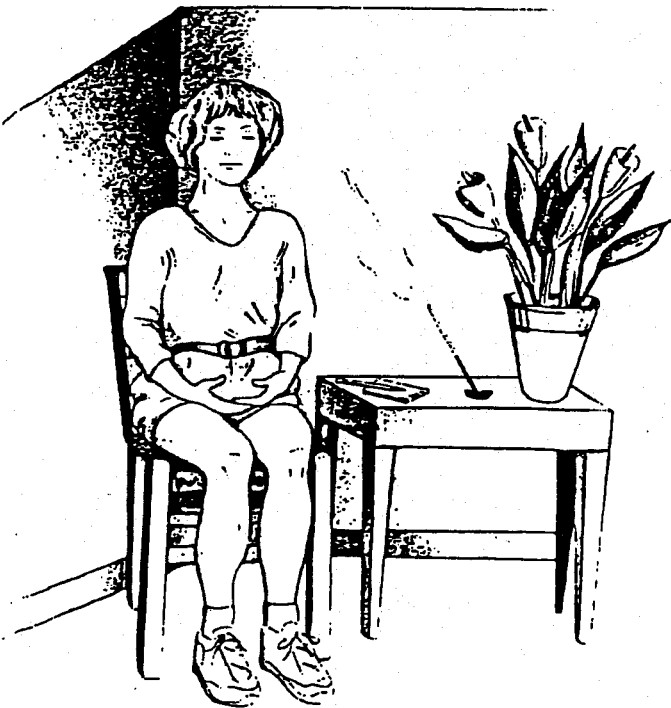
- 5** If you wish to time your meditation, use a nonticking timer, or do as many Asian practitioners do: Keep time by burning a stick of incense. When you're finished, rock gently back and forth before slowly getting up.

### Letting Thoughts Pass Through

Many thoughts will enter your mind as you meditate. Don't try to stop them, but don't follow them either. Just let them pass through. Some people like to keep a note pad next to them in case a thought arises that needs to be remembered—for instance, a chore that you had forgotten or a solution to a problem that's been plaguing you.

### A Gentle Process

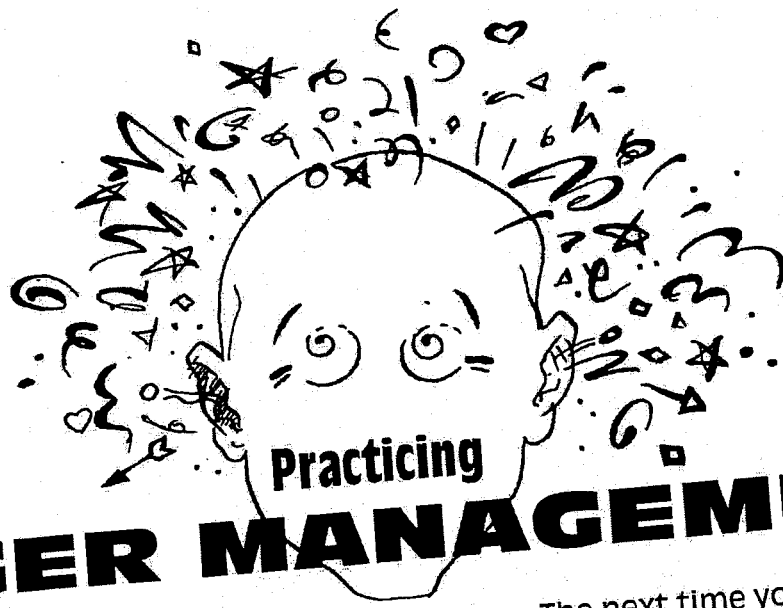
You may not notice any particular effect from meditation at first. The key is just to do it regularly, day after day. Think of drops of water slowly wearing away a mountain of anxiety. Your coworkers may be the first to notice a difference. Gradually, you'll find yourself getting more centered and more capable of calmly facing the many stresses of your busy life.





# Personal Bill of Rights

1. The right to be treated with respect.
2. The right to have and express your own feelings and opinions.
3. The right to be listened to and taken seriously.
4. The right to set your own priorities.
5. The right to say no without feeling guilty.
6. The right to ask for what you want.
7. The right to get what you pay for.
8. The right to ask for information from professionals.
9. The right to make mistakes.
10. The right to choose not to assert yourself.



# ANGER MANAGEMENT

Like any other skill, managing anger takes practice. The next time you get angry, try these approaches:

- ✓ Make a clear statement: I'm angry because \_\_\_\_\_ (Be specific.)
- ✓ Study your anger. "Why do I get angry at this?"
- ✓ Visualize yourself in the room with the person. Say what's on your mind.
- ✓ Choose a time to talk that's good for you and the other person. Maintain eye contact and a calm voice while talking.
- ✓ Put yourself into the other person's shoes. Allow yourself to be "wrong" some of the time.
- ✓ Avoid blaming, attacking or bringing up other grievances.
- ✓ Use "I" statements: "I get angry when...." Blaming statements often start with "you." "You never..."
- ✓ Can the situation be changed or avoided in the future? If the answer is yes, think about how that can be accomplished. If the answer is no, work toward acceptance. Remember, you can't control other people's behavior, but you can control the way you respond.
- ✓ Use relaxation techniques such as deep breathing exercises or imagery—focusing on a peaceful place, thought or sound.
- ✓ Write a letter to the person with whom you're angry. Refrain from delivering the letter for a few days. When you review it, you may decide to take another approach.
- ✓ Find a physical outlet for anger, such as exercise or housework.
- ✓ Set a time limit for anger. Then let it go.
- ✓ Use positive self-talk: "I'm angry but I can get on with my life or my job."
- ✓ Know your limits. Seek counseling if anger continues to be a big problem for you.

## Keep Track of Your Anger Response:

Something that triggered my anger:	My response:	Something I did well in this situation:	Something I could have done better:

It helps to practice anger management techniques with a neutral person. Get together with a friend and take turns role-playing, each assuming the role of the person the other one is angry with.

# SEVEN STEPS TO FAIR CONFLICT RESOLUTION

Conflicts seldom go away by themselves. They require open, clear, deliberate communication if they're going to be resolved. Often, a conflict evaporates when the different points of view get a chance to be heard in a calm setting. Those who are experienced at conflict resolution have learned to follow these steps.

Is there a conflict in your life that needs to be resolved? Why not share these steps with the other person and see if you can agree to use them to achieve a resolution? Afterward, write a few notes about what worked and what didn't work.

1.

Arrange a meeting with all parties involved in the conflict.

2.

Acknowledge that there's a conflict. Make sure all parties verbally agree on the nature of the conflict.

3.

When discussing your role in the conflict, use "I" statements. Encourage others to do the same.

4.

Ask direct questions about the situation.

5.

Confirm your understanding. For example, "If I understand correctly, this is how you see the situation..."

6.

Tell the other parties what outcome you want and ask them what they want.

7.

Whether you come to an agreement, agree to work toward a resolution that benefits everyone and schedule a follow-up meeting if necessary.



# FIVE-MINUTE STRESS-BUSTERS

Most psychologists agree that some stress is good, providing you don't get more than you can handle. These exercises can help you handle the stress that's part of your busy and productive life.

WHEN I TRIED THIS, I FELT:		
	MENTALLY	PHYSICALLY
<b>Deep Breathing.</b> Inhale deeply, feeling your stomach expand. Hold your breath for a few seconds, then slowly exhale, visualizing tension leaving your body.		
<b>Meditation.</b> Close your eyes and mentally follow your breathing. As you exhale, mentally repeat a simple or soothing word with each breath. Or visualize a peaceful scene. Do this for at least five minutes or, for more benefit, up to 30 minutes.		
<b>Self-Talk.</b> Replace negative mental responses to stress such as "I can't cope" with positive ones such as "Everything is going to work out" or "I know I can do it."		
<b>Laugh.</b> Just laugh out loud or do something that will make you laugh such as reading a joke book or watching a comedy on TV.		
<b>Progressive Muscle Relaxation.</b> While sitting or lying in a relaxed position, tense the muscles of your feet as much as you can; then relax them and notice the difference in feeling. Tense and relax the muscles in your legs, arms, stomach, back, neck and head, one region at a time. When finished, remain in a state of complete relaxation for a few minutes.		
<b>Stretching.</b> Sit in a chair with your upper body resting forward on your lap. Slowly roll up, starting at the base of your spine, until your back is straight. Stretch neck muscles by tilting your head to the right and slowly rolling your head down and to the left. Repeat a few times in both directions.		
<b>Self-Massage.</b> Sit with your shoulders relaxed. Use your right hand to massage your left shoulder and neck, working your way up to the scalp. Repeat, using the left hand for the right shoulder.		



# STRESS MANAGEMENT TOOLS

## Take a Deep Breath... ...And Relax

When you're under stress, your muscles tense and your breathing becomes shallow and rapid. One of the simplest (and best) ways to stop this stress response is to breathe deeply and slowly. It sounds simple, and it is. Most people, however, don't breathe deeply under normal circumstances, so it may help to review the mechanics of deep breathing and how it helps you to relax.



### Breathing Under Stress

When prehistoric humans were in danger of attack, their muscles tensed and their breathing became rapid and shallow as they prepared to run or fight. Their high level of tension was a means of preparing their bodies for optimum performance. Today, the causes of our "stress" are different, but our stress response is the same. However, since we're not running or fighting, our tension has no release and our stress response builds. One way to counteract the stress response is to learn how to breathe deeply and slowly—the opposite of how we breathe when under stress.

*Slowly breathe in through your nostrils, imagining a peaceful scene.*

### How Deep Breathing Works

Deep breathing is not always natural to adults. Watch the way a baby breathes: The area beneath the chest goes in and out. Most adults breathe from the chest. This is shallower breathing, so less oxygen is taken in with each breath. As a result, the blood is forced to move through the system quickly so that enough oxygen gets to the brain and organs. Higher blood pressure results.

Deep breathing can reverse these effects. Take some time to practice this kind of breathing each day, especially when you're under stress. You can be sitting, standing or lying down, but it helps to wear loose, comfortable clothing. Begin by breathing in through your nostrils. Count to five, silently saying the word "in," and let your lower abdomen fill with air. Then count to five, silently saying the word "out," as you let the air escape through pursed lips. Do this deep breathing for two minutes or more each time. With practice, you'll be able to count slowly to 10 or higher. You can increase your relaxation if you imagine breathing in ocean air, the scent of flowers or forest air.



*Slowly exhale through pursed lips, then begin the sequence again.*

### Effects of Deep Breathing

By helping you let go of tension, deep breathing can relieve headaches, backaches, stomach aches and sleeplessness. It releases the body's own painkillers, called endorphins, into the system. It allows blood pressure to return to normal, which is good for your heart. Deep breathing can also allow held-in emotions to come to the surface, so your emotional health benefits from deep breathing, too. Use deep breathing any time, anywhere. It's one of the best techniques for relieving stress.

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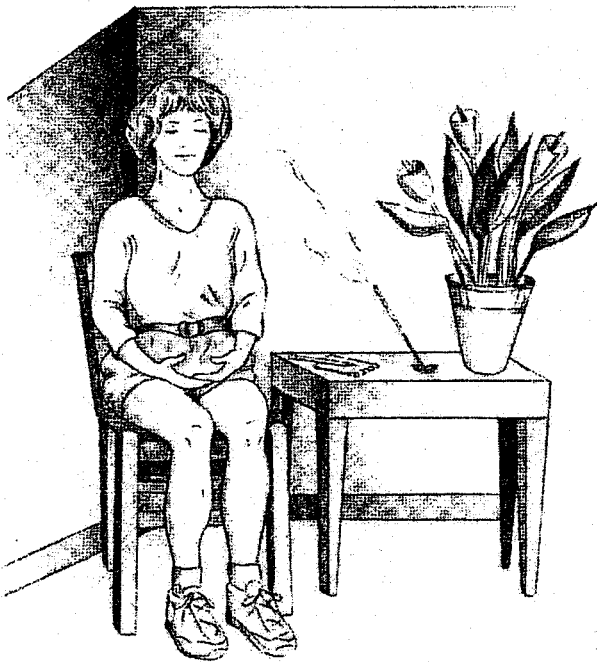
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# SELF-TALK WORKSHEET

## *Changing From Negative to Positive*

In many situations, the only thing you can control is your own response. Changing self-talk from negative to positive is an excellent way to manage that response and stress.

### **Naming**

We all name our experiences. "Crisis," "bad as usual," "a great challenge" are names you might give to things that happen.

Pick a recent upsetting experience. Describe it in a few words. \_\_\_\_\_

Is there a positive name you could give it? (learning experience, chance to change, etc.) \_\_\_\_\_

List the names you gave to five recent experiences, good or bad. \_\_\_\_\_

If they happened to someone else, what other positive names could you give them? \_\_\_\_\_

### **Letting Go**

You often must let go of dreams, people or parts of your life. Letting go allows you to get on with your life when something is over.

Write down two things you need to let go of. \_\_\_\_\_

Imagine that each one is really going out of your life. How do you feel? (sad, angry, relieved, etc.) \_\_\_\_\_

Who can you tell about your feeling? \_\_\_\_\_

What advice would you give to someone who is in your situation? \_\_\_\_\_

### **Belief and Faith**

Self-talk reflects your belief in who you are or in the universe. A positive faith can help you during stressful times.

Name 10 positive things you believe about yourself, people or the universe. If you can't think of 10 beliefs, ask other people for theirs. \_\_\_\_\_

Describe a recent experience and how you used one of these beliefs to help you. \_\_\_\_\_

### **Silent Support**

We all have a constant stream of silent talk in our minds. This can be a great support or a weight on your shoulders.

Close your eyes. What is your silent talk saying right now? \_\_\_\_\_

Write three negative messages you often hear. \_\_\_\_\_

Write their opposites as positive messages. \_\_\_\_\_

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## STRESS MANAGEMENT TOOLS

# Laughter



What common human activity relaxes tense muscles; reduces blood pressure and heart rate; exercises the muscles of the face, diaphragm and abdomen; boosts the immune system; and causes the body to release pain-fighting hormones? The answer: laughter. Sound impressive? And those are just the physical benefits. Laughter also helps you get some emotional distance from a distressing situation and see the humor in it.

### Better Than a Massage

Researchers have shown that laughter increases relaxation. Muscle tension remains low for up to 45 minutes after a session of vigorous laughter. Real belly laughter can relax the muscles more than a vigorous massage.

If you haven't exercised your humor muscles lately you may benefit from these tips on getting them in shape:

- Find things that make you laugh and do them. See a funny movie, read a funny book, memorize a joke and tell it to friends.
- The next time you're in a distressing situation, mentally put yourself in the shoes of your favorite comedian. What would David Letterman have to say about it? Bart Simpson? Humor depends on being able to see the humor where others only see aggravation. It's the difference between tragedy and comedy.
- Allow a feeling of playfulness to creep into your life. Let your mind be open to silly and uncensored thoughts. What if everyone came to work wearing Groucho Marx glasses and a fake mustache?
- Amuse yourself by indulging in humorous exaggeration. Stuck in traffic? Think of cobwebs forming between your car and the next; continental drift passing you by; snails overtaking you on the shoulder.
- Share cartoons, jokes and other funny material at work. Put cartoons up on the bulletin board. By helping others reduce stress you make your own job easier. And people will just be more relaxed around you if they know you have a sense of humor.
- Get in the habit of laughing at life's contradictions. You can bet your Groucho Marx glasses you'll never run out of material.
- Finally, practice laughing at yourself. You just can't help becoming more accepting of your own shortcomings, and that's a sure-fire stress-buster.

### Keep It Light

People will feel safe and comfortable around you if they know you can laugh—but not if you laugh at them. Humor that's cruel or sarcastic breeds a negative attitude in both the humorist and the audience. Stay on the light side. Life is funny enough without resorting to vicious humor.

### Rx for Laughter

The next time you're looking for an easy way to relieve stress in your life, try a dose of laughter. You can get it without a prescription—from Drs. Groucho Marx, Robin Williams and Jerry Seinfeld.

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## **STRESS MANAGEMENT TOOLS**

# **Progressive Muscle Relaxation**

Tense muscles are a nearly universal reaction to stress. Few of us get through a normal workday without some tension in the neck and shoulder area. Progressive muscle relaxation not only helps you relax your muscles, it also makes you more aware of when there is tension in your body and where the tension is located. Progressive muscle relaxation also helps calm other reactions to stress, such as rapid breathing and heartbeat, stomach problems and headache.

### **Relaxation in 20 Minutes**

Allow yourself 20 minutes to do this exercise. If possible, choose a quiet place where you can lie down undisturbed. Eventually, you'll be able to do all or part of this exercise sitting up at your workplace.

- 1** Relax your entire body as much as possible, allowing it to feel heavy. Take a few slow, deep breaths. Imagine the tension flowing out with each breath.
- 2** Now contract the muscles of your feet as you inhale. Hold the contraction briefly, then relax as you breathe out, still imagining the tension flowing out with the breath. Breathing out and relaxing should take more time than breathing in and contracting. Notice the feel of the muscles as they're contracted or relaxed.
- 3** Move up your body, contracting in turn the muscles of your lower legs, upper legs, buttocks and abdomen, and so on up through your body, including your arms and hands. End with your face, tensing and relaxing the muscles of your mouth, jaw, eyes and scalp. If a muscle seems particularly tense already, repeat the contraction with that muscle group.
- 4** Now lie still for five minutes, just experiencing your relaxed muscles. Continue to breathe slowly and deeply, feeling tension flow out and relaxation get deeper and deeper with each breath.
- 5** When you're ready to get up, count backward from four to one. Though you may be groggy at first, in a few minutes you'll feel awake and refreshed.

### **Make It a Habit**

Done regularly, this exercise not only relaxes you, but it also trains your body to recognize and reduce muscle tension. Do it daily if possible, along with other stress-reducing techniques such as meditation and visualization. Or take time for a session whenever you begin to feel stressed out. You can do a mini-relaxation on the muscles you use in your work, such as the neck and shoulders if you sit at a desk.

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# STRESS EFFECTS

## How Your Body Reacts to Stress

**S**tress is the response of your body to all demands made upon it. Understanding these demands and their effects can help you learn to recognize your own "stress response," as well as ways to counteract distress to lead a healthier life.

### The Basic Stress Response

Your body responds to all stress, both positive and negative, by trying to get back to normal. Depending on the stressor (whatever causes the stress response), hormones, like adrenalin, may surge. Your heartbeat and blood pressure will probably increase. Your blood sugar rises. These physical responses helped prehistoric humans survive by helping them run away faster or fight harder. By the time they were done, their bodies had discharged the tension of the moment and their stress response was followed by relaxation.

### Physical Effects

Today, we experience stressors which are very different from those early survival ones. Yet positive stressors such as getting married and negative stressors such as family conflicts still cause the same physiological fight or flight response.

If a stressful situation goes on for too long without any relief, you might experience diseases and disorders, such as colds, ulcers, asthma, heart attack or stroke. You may feel tired, irritable, depressed or anxious. You may have trouble with sleeping, eating (either too much or too little), drinking and smoking.

### The Mind-Body Connection

Your mind and body are connected. When your mind is healthy, your body can resist illness better. When your body is healthy, your feelings are more positive. During stressful times, take care of both for maximum health and satisfaction.

### Minimize the Effects

There are many ways to keep all the negative effects of different stressors to a minimum, including:

- Take time for yourself to relax each day.
- **Exercise regularly, after getting your doctor's okay.**
- Learn to "let go" of things which are outside of your control. Learn to adapt to changes.



- Learn to take action when you *can* make a difference.
- **Avoid excessive alcohol, caffeine, fats and sugar. Don't smoke.**

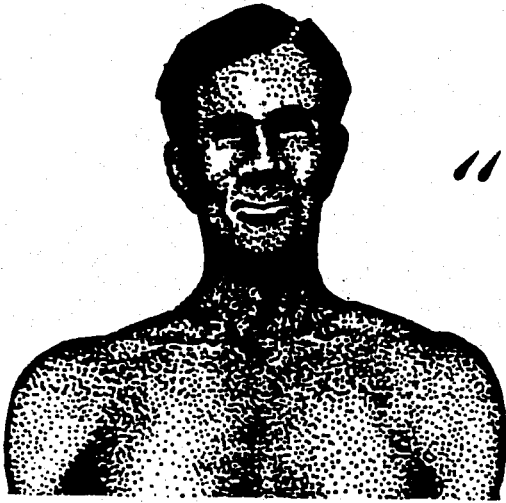
- Give your time to something or someone you believe in.

- **Go away for the weekend.**



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# RELAX YOUR "STRESS TRIANGLE"

## *Exercises to Relieve Headache and Tension*

Traffic gets worse. It's your busy season at work. The kids are arguing. Your shoulders tense, your neck aches, you feel as if your head is gripped in a vise! The head, neck and shoulder areas (which form the "stress triangle") are the places where you hold much of your tension. Learning how to release the tension in these muscles can help you relax and "de-stress."

### **Find Your "Stress Triangle"**

Place your left hand on your right shoulder. Move your fingers halfway in toward your neck. You're at one point of the triangle. The second point is the same place off your left shoulder. The third point is on your forehead, between your eyes. This "stress triangle" is where you hold much of your tension.

### **Why Tense Muscles Hurt**

Your muscles tighten to protect you. That was important to your prehistoric ancestors, who needed to fight or run. But usually, you don't need that protection. When your muscle shortens and then holds that position, "metabolites" (the waste products from muscle activity) get trapped, causing pain. The pain is released when the muscle regains its natural length.

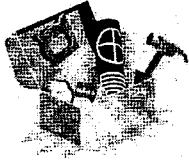
### **Stretch Away Tension**

These simple stretches and rolls can help relieve tightness in your "stress triangle."

- **Neck roll.** Stretch your right ear to your right shoulder, keeping your left shoulder pulled down. Slowly roll your head down so your chin is on your chest. Continue on to your left side. Do rolls from side to side. Begin with eight, build up to 16.
- **Shoulder shrug.** Draw a big circle with your shoulders, one at a time. Start with four, build up to eight times, going forward, then back.
- **Pick fruit.** With one hand, reach up as if you were picking an apple from a tree slightly ahead and far above you. Go from one arm to the other, building up to eight times on each side.
- **Massage yourself.** Use your right hand to work on your left shoulder and left hand on your right shoulder. Work your fingers gently but firmly, beginning with your shoulder blade, moving up toward your neck and including your scalp.
- **Standing body roll.** Let your head roll forward until your chin is on your chest. Keep rolling down as your knees begin to bend. When your hands are hanging near your knees, rest there a moment and slowly roll back up. Work up to 10 times.

### **Welcome Release**

At work, at home or wherever you are, take a few moments to release stress. Use these exercises once an hour, if necessary. You'll feel better and prevent tension from building up in your body.



## STRESS MANAGEMENT TOOLS

# Exercise

Of all the tools in your stress management tool kit, exercise is the one that best meets your body's needs in times of stress. That's because stress triggers an ancient response designed by nature to help you meet danger: the "fight or flight" response.

### The Physiology of Stress

Following a stressful event, a whole series of physiological changes gets your body "revved up" for physical effort. Your heart beats faster, your breathing becomes more rapid, muscles tense and your blood pressure goes up. Your blood sugar rises so that you have access to quick energy.

### When You Can't Run or Fight

In ancient times, you would release all this extra tension when you ran away from the tiger or fought off whatever danger was at hand. In the modern world, stress-producing events rarely call for a physical response. When a traffic tie-up makes you late for an important meeting, you can't get out and attack the offending vehicle. You end up carrying around all the extra tension, feeling like a walking pressure cooker—unless you release it the way nature intended, in the form of physical exercise.

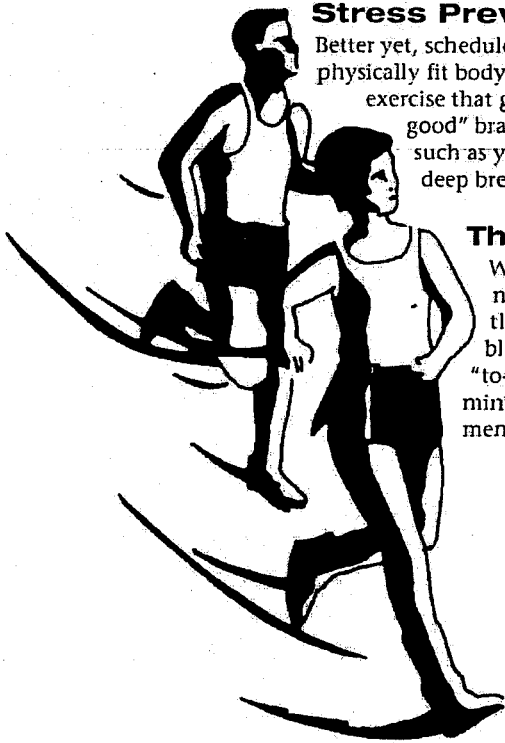
Almost any kind of exercise will do. Even walking around the building or going up a flight of stairs when tension rises can make a difference. If you can't leave your work area, stand up, walk around and do some stretches and knee bends right where you work.

### Stress Prevention: Regular Exercise

Better yet, schedule regular exercise—at least 30 minutes three times a week. A physically fit body is better able to withstand the stresses of modern life. And aerobic exercise that gets your heart pounding for at least 30 minutes releases the "feel good" brain chemicals that reduce stress and depression. Non-aerobic exercises such as yoga also help by stretching and relaxing the muscles and inducing deep breathing and a state of meditation.

### The Choices Are Many

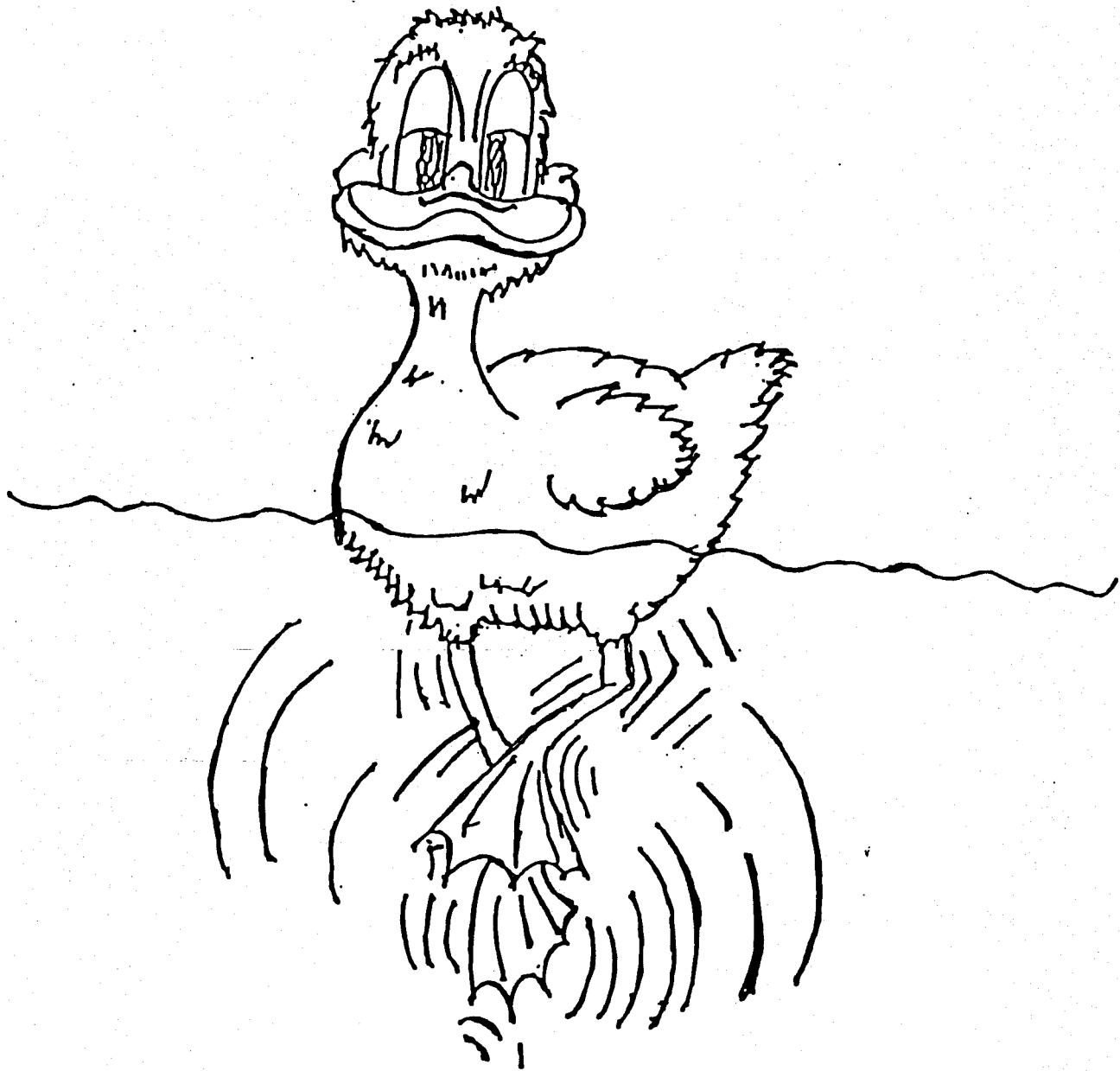
What's your pleasure? Walking, cycling, swimming, dancing and running are only some of the choices available to you, many requiring little equipment or expense. Meanwhile, the next time you feel ready to blow your top because someone has just added another item to your "to-do" pile or criticized your pet project, get up and take a brisk 10-minute walk outside. It will ease your tension and put you in the best mental state for dealing calmly and sensibly with the demands of life.



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THE SECRET OF SUCCESS IS TO STAY COOL AND CALM ON TOP  
AND PADDLE LIKE HECK UNDERNEATH!!!

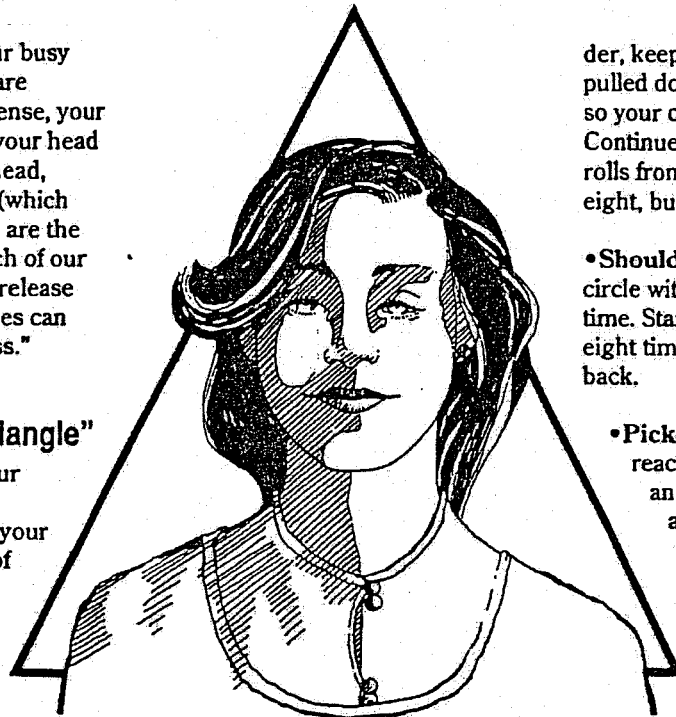
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Your "stress triangle" includes your shoulders, neck and head.

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## ANGER SUMMARY SESSIONS 1-3

### 1. Definition

Anger is a feeling of displeasure  
Anger varies in frequency, intensity, duration, and expression.

### 2. Physical Responses to anger

Heart rate increases  
Adrenaline flows  
Sweat  
Muscles contract (facial, chest, stomach, neck and shoulders)

### 3. Emotional cues for when you are angry

Become anxious  
Sulk and Pout  
Feel guilty  
Feel depressed  
Personal red-flag words or situations  
    Feels powerless, threatened  
    Feels ashamed, embarrassed  
    Feel like running away  
Feel resentful and bitter  
Feel like hurting others property and person

### 4. Anger expression

#### Verbally

Talk endlessly  
Cry  
Yell and scream  
Sarcastic  
Abusive language  
Direct discussion

#### Physically

Eat  
Pout and sulking  
Clenched fists or teeth  
Glaring at others  
Agitated pacing back and forth  
Throw things  
Fighting  
Withdraw from others  
Write

### 5. Why express anger?

Anger is a response designed to overcome an obstacle.

It works in our society.

A verbal ROAR often gets results. Desired results??

Display rules for anger are observed in the first year of life. Children learn scripts about when to become angry, and how to express it first from parents, family, then peers.

### 6. Self-monitor anger scale:

#### YOUR ANGER METER

10 Out of control, Explosive, physical assault, YOU LOSE!

9

8

7

6

5

4

3

2

1 No anger, You have a choice. YOU WIN!

### 7. Anger Control Plan

Time-out

Relax (Deep Breathing, Meditation, Progressive Relaxation, Self-Hypnosis, etc)

Exercise (Walk, Chop wood, Garden, Mow the lawn)

Monitor negative self-talk; neutralize and replace

Humor

Pets

Music

Talk it out

Quit being the only world cop (Ask, "Who cares?")



### Example: John's Anger Control Plan

1. Take a time-out
2. Walk for 20-30 minutes
3. Breathe deeply and slowly, slowly
4. Talk about stressful events with Bill, Fred or Tom
5. Look for red-flag situations and talk to other group members about them.
6. Stop cussing,, sarcasm, and name-calling
7. Listen to music
8. Attend a group meeting
9. Work out three times a week at the gym
10. Accept others rather than expecting them to live up to your expectations.



# Anger Management Series

## Summary

### Sessions 1-8

#### **Know your anger- Sessions 1 & 2:**

- Identify what, where, when, why, and how of your anger.

#### **Expressing your anger- Sessions 3 & 4:**

- Verbal and non-verbal communication
- Perceptions

#### **Managing yourself- Session 5 & 6:**

- Body skills--exercise, relaxation/meditation, breathing, distractions
- Mental skills--time out, triggers, perceptions, rethink, reframe, reward
- Behavioral Skills--assertiveness, get involved, make 'lemonade'
- Defusing aggression
- Your personal Anger Control Plan

#### **Forgiveness- Session 7:**

- Find your own healing ritual to help you resolve negative feelings.
- Confess your part in the action.
- Reframe, and retell your story
- Forgive yourself

#### **Making Choices- Session 8:**

- Act instead of reacting
- Take action to help others that are in the same predicament as you.

# 101 Stress Relievers

Need a quick—or not so quick—stress-break? Fresh out of ideas? Try one of these:

Step and look out the window.

Apologize for a mistake. **Meditate.** Stand up and stretch. **Ask for help.**

Call up an old friend.

Change coffee break to exercise break.



Build a model ship.

**TELL** someone "I love you." a joke.

**STOP AND YAWN.**

Work a crossword puzzle.

LEARN TO SAY "NO."

**CLIMB A MOUNTAIN.**

Close your eyes. What do you see?

Count to ten—or 1000—before exploding. Count your blessings—make a list.

Cut back on caffeine.

**WATCH A REALLY GOOD MOVIE.**

Plan ahead.

**DAYDREAM** spend your coffee break at the beach.

Do one thing at a time.

Eat a good breakfast.

Forgive someone.

Fly a kite.

Get a massage. Get a pet.

**Find someone you're grateful to and thank them.**

Go fishing.

Get a good night's sleep.

**GO**

for a brisk walk. swimming.

for a brisk walk.

Get up fifteen minutes early.

to work a different way.

Keep a journal of thoughts and feelings.

**Laugh at something you did.**

Hug a tree.

Hug someone you love.

Leave the car at home and take the bus.

**LOOK**

at the big picture. Lie in a hammock. closely at a flower, leaf, blade of grass or tree trunk. off into the distance.



Lift weights.

Listen to the birds.

Make love.

WASH THE CAR.

Plant a flower.



Smell a rose.

READ SOMETHING FUNNY EVERY DAY.

Ride your bike to work.

Share feelings with someone.

Read a good book.

...a cat in your lap. ...on some music. ...plants in your office. ...your feet up.

Play a round of golf.

Make a list. Then follow it.

- ✓ Take a child to the playground.
- ✓ Take a deep breath and let it all out.
- ✓ Take a leisurely stroll.
- ✓ Take a long bath.
- ✓ Take a nap.
- ✓ Take an herb tea break.
- ✓ Take one day at a time.
- ✓ Take the back roads.
- ✓ Take the stairs.
- ✓ Take time for the sunset—or sunrise.
- ✓ Take up knitting.

Massage your temples.

Quit smoking.

Write a poem.

Write a letter to the editor.

Sit by a fountain or stream. Close your eyes and hear the water.

Work out at the gym.

Do a good deed.

WEAR EARPLUGS WHEN IT'S NOISY.

TALK TO YOURSELF: "I CAN DO A GREAT JOB." "I CAN STAY CALM UNDER PRESSURE."

Paint a peaceful scene—in your imagination.

**Make time for play.**

Spend an evening without TV.

Write...

down your fears. down your dreams. your congressman.

Watch a cloud for 5 minutes. Watch an ant or other insect for 5 minutes.

Sit by a fire.

Turn cocktail hour into exercise hour.

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CLASP YOUR HANDS BEHIND YOUR HEAD AND STRETCH YOUR SHOULDERS.