

Volume

2

LEARNING CIRCLE – RESILIENCE EMAIL SERIES



Exercises

ANEL MARTIN TRAINING PTY LTD

Learning Circle - Activities

Resilience

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Activity 1

Resilience Series - How will this work, why does it matter?



Thank you for joining this week's Learning Circle. The Learning Circle Series is my way of adding free value and useful information to the PA fraternity that has been so good and generous to me personally. I hope that you will find this week useful and that it will provide you with a practical starting point to enhance and build your personal resilience.

Always remember that what you put into this remote learning opportunity is what you will get out! Be honest with yourself and own the process for maximum results. If you would like 1 on 1 coaching on this or any other matters that come up for you please visit my website for more information <http://www.anelmartin.co.za/coaching-services.html>

So what is resilience?

Definition of resilience. 1 : the capability of a strained body to recover its size and shape after deformation caused especially by compressive stress. 2 : an ability to recover from or adjust easily to misfortune or change

- *Definition of Resilience by Merriam-Webster*

I like the plain definition more; it is **“bounce-back-ability”**. This is the ability to deal with and recover from stress, disappointment and change. These factors affect all of us and our ability to deal with these issues are essential for our success. Resilience is definitely not being immune to stress but indicates better coping methods

and excellent strategies to overcome what happens to you in life. Because ultimately it is not what happens but how you choose to respond and the story that you tell yourself. It is either a crisis or an adventure.

Developing Resilience will enable you to:

1. Recover from difficult situations
2. Live life to the full with more gratitude and perspective
3. Helps us not to give up when times get tough
4. Helps us be more positive and confident
5. Helps us overcome challenges
6. Helps us focus on what WE can control
7. Helps us adapt and find new solutions

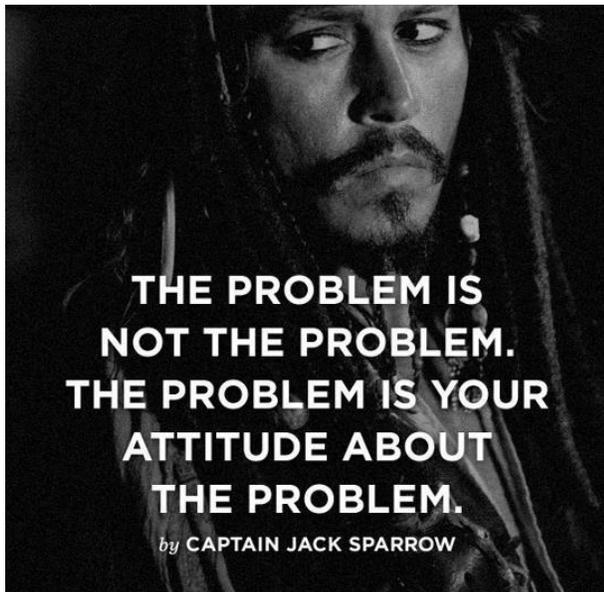
Activities for Monday:

1. Think about how resilient you think you are at this moment. Rate yourself between 1 (least) and 5 (most)
2. List the attributes, skills, relationships and talents that you currently have which can and do help you solve problems. At least 3 please, many more if you can.
3. Make a list of the things that are currently causing you stress/anxiety or making you feel unable to cope.
4. Using the same list mark the ones you can do something about, the ones you can influence and the ones that are not in your control at all
5. Look at the ones you can do something about and set some concrete and achievable action steps.
6. Tackle at least 1 item today

The idea behind these activities is to define what you are currently dealing with and to help you quantify the issues on the table. Often once we have a list and we know what we can influence and change we feel like we can actively start working on or thinking about our challenges instead of just a vague sense of anxiety and being overwhelmed.

This activity should provide you with focus and direction and by actually tackling one of these items you will have a sense of achievement, momentum and power. Action is stronger than worry!

The only difference between good stress and bad stress is our perception of whether we can cope or not. Keep this in mind.



Activity 2

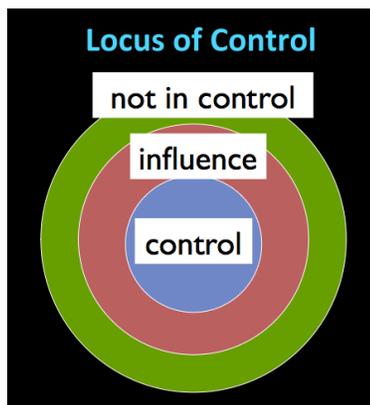
Resilience Series – An attitude of gratitude



READING

So I hope that yesterday's activities has given you some perspective on what you need to deal with at the moment. Often by just getting clear on the issues we can develop plans and strategies to deal with the matters at hand. Anxiety and the grey cloud of worry is often much worse than the issue you are facing and worrying about.

In fact worrying about something or someone that you cannot change is pointless and a real drain on your energy reserves. All change and all coping strategies are an inside job. You can't change others so you must focus on yourself. This is called the locus of control. Always focus on the areas you control or can influence as these are the only spheres you can impact positively. Doing is always better than worrying...so look at your list and start taking ACTION! Don't be tempted to fall into victim mode as this will not serve you. It is your life, you make the choices and you can change this for the better!!!!



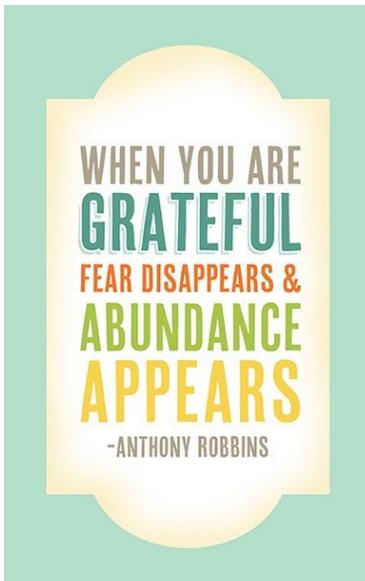
Looking at the list you made yesterday may make you feel a little overwhelmed too. So how do we develop a sense that we are able to cope with what is currently confronting us? Well in my case it was a sense of gratitude.

Gratitude takes us away from the tunnel vision experience that worry and anxiety creates and seems to draw good energy into our space. By focusing on what we already have, what is going well and what we are really grateful for, we seem to come to a place of calm and clarity. The sad bit is that people often only realize what they have when it is gone, take some time today to really appreciate your current situation....you will find that you have more that is in your favour than what is currently stressing you out! What you have now someone else wishes they had! Remember that ALWAYS!

Activities for Tuesday:

1. Think about 5 things (more if you can), people, opportunities or even places you are grateful for?
2. Think about how you would feel if these relationships, opportunities or material things were not in your life?
3. Take 5 mins and sit with your eyes closed, think about these things that you already have and try to FEEL a deep sense of appreciation blocking out all the negativity of your worry or what you don't have. How did this make you feel afterwards? Please take time to reflect if anything lifted or changed for you.
4. Express your gratitude to the people in your life either verbally or in writing and do it today!

The idea behind these activities is to experience and express our gratitude. To realise that we have enough and we are enough! You have survived 100% of the bad days and challenges you have experienced to date and that is an EXCELLENT success rate!



DAY

3

Activity 3

Resilience Series – It is OK not to be OK!



READING

So I hope that yesterday's activities helped you focus on what's good. But today I want you to know that it is ok not to be ok! As assistants and parents we often feel that we have to have it all together all the time. This is not true. You are allowed to feel strain and be honest about it. What is not ok is wallowing in it. Take time to feel the negative emotions but put a specific time limit on how long you are allowed to go through the negatives emotions. **PUT A CAP ON IT!**

It is essential to not deny the feelings but you need to be able to pull yourself out of it. So how do we do this on a practical level?

Step 1: Feel and accept the feelings

Step 2: Name the feeling

Step 3: Find some activity you enjoy that makes you feel good

Step 4: Take time to rest and heal

Finding joy in small things. Do you have a hobby? Do you like walking your dog or playing with your kids...if that is what makes you happy, and then do **THAT!** This is your reset button. For me it is a simple bubble bath and knowing that my family loves me. Find yours!

Activities for Wed:

1. Take time today to “feel” your distress (it is hard, but feel it, accept it and name it) this will make you uncomfortable and may be difficult, but allow yourself to experience it in full. Accept your emotions without judgment and don’t be so hard on yourself!
2. Find your reset button. Now consciously get yourself out of this zone. Do something small that makes you feel safe and happy!
3. Realise and know that your reset button is always there for you. Your emotions, if acknowledged can be managed. It is when we deny feelings that they sneak up on us and overwhelm us.

The core of today is to allow yourself to be honest and kind to yourself. It is essential that you refer to your gratitude list from yesterday because your reset button may be hidden in that list somewhere! **DO NOT MOVE ON FROM THIS ACTIVITY TILL YOUR RESET BUTTON IS IN PLACE!**



Activity 4

Resilience Series – Reframing



READING

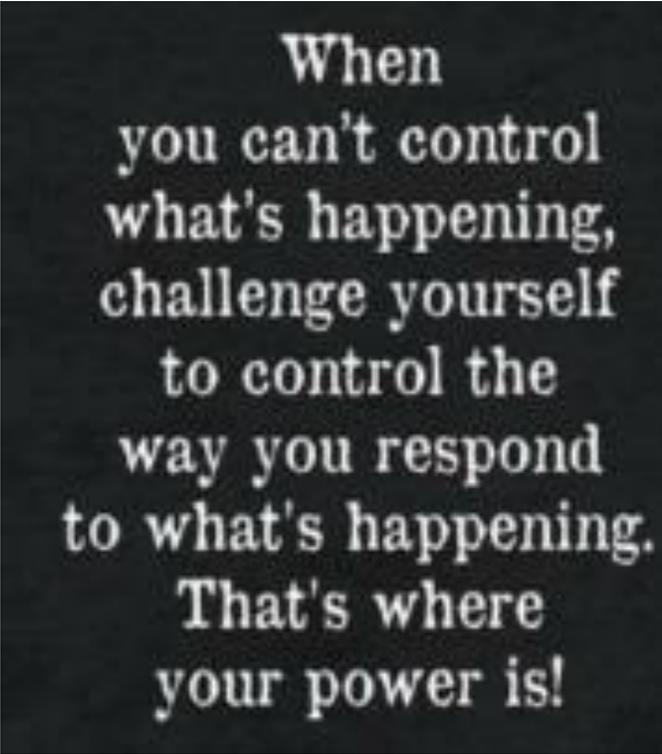
I think today's message is very timely. The focus for today is the story we tell ourselves, how we look at the world. Not all of us are blessed with a sunny disposition or are optimistic by nature and some of us are more sensitive to life's knocks. The challenge is to tell ourselves a new story. So as an example: I hate commuting, so instead of feeling the frustration and getting worked up, I decided to make this time productive. So I bought some audio books, so that I could spend the time "reading a book" I made sure that I had some snacks, water and headache tablets in the car and made an effort to leave for work a bit earlier and be more organised the night before. This totally "reframed" the experience and made this daily grind something that I could manage. We can apply this to various things in our lives. Another example: You may be recovering from illness and not able to do all the things you usually do...reframe this by thinking about it as an opportunity to heal and come back stronger.

Today I want you to look at Monday's list. What can't you change at the moment? How you can use the process of reframing to make it better for yourself?

Activities for Thurs:

1. Review at least one thing that you can't change and reframe it in some way.
2. Try out your new strategy
3. Think about the situation, do you feel more in control? Do you feel more able to handle it?
4. Does the new "point of view" make you feel more able to accept the situation and continue?

The core of today is to show you that even when you can't change a situation you are still able to change how you feel about it and how you process the stressful situation. This is an incredibly useful tool so please work hard on this one!



When
you can't control
what's happening,
challenge yourself
to control the
way you respond
to what's happening.
That's where
your power is!



Activity 5

Resilience Series – Believe in your own strength!



READING

I sincerely hope that this week was useful to you and that you will share this information with people who need it.

To summarise our week I want to leave you with a few final thoughts.

- a) We need to focus on what we can impact and reframe what cannot be changed
- b) We need to be mindful of what we are grateful for and find joy in the things we already have
- c) Accept that failure is part of life and is NEVER final. Failure becomes final when we give up
- d) Sometimes we need to recover and recharge – it is not wasted time
- e) Self-care and playtime is essential for you to be able to deal with stress
- f) Finding your reset button and making it stronger is an essential “hack” for resilience
- g) Tough times don’t last but tough people DO!

Activities for the weekend

1. Have fun! Do something creative or something you REALLY enjoy!
2. Rest, be lazy and spend a day in your PJs if you can!!!
3. Do something COMPLETELY out of your normal routine, try a new food, go to a new place
4. Call or chat to someone you really love
5. Think about your health, if there is something that needs to be attended to, and then set the intention to either make the appointment or change the habit!

Thank you for a lovely week and I hope that you have found some strategies to help you cope! I appreciate the opportunity to share these learnings with you. Please visit my website for additional free materials and join our community on Facebook (I would love to keep in touch) If you need personal attention or help please feel free to get in touch.

Please share this material with anyone who may benefit from it with my blessing!