



“Preventing teachers’ burnout in primary schools”
2023-1-PL01-KA210-SCH-000152158



WHAT IS STRESS AND HOW TO COPE WITH IT?

STRESS SOURCES,
HEALTHY STRESS COPING MECHANISMS,
RELAXATION TECHNIQUES,
INDIVIDUAL ACTION PLAN FOR STRESS MANAGEMENT



Co-funded by
the European Union

Funded by the EU. The views and opinions expressed are solely those of the author(s) and do not necessarily reflect the views and opinions of the European Union or the Foundation for the Development of the Education System. Neither the European Union nor the grant provider are responsible for them"



BASIC INFROMATION FOR THE PERSON CONDUCTING THE TRAINING

THE AIM OF THE TRAINING

Acquiring the knowledge and skills necessary to develop an Individual Stress Management Plan, which each participant will be able to use after the workshop to function better both at work and in a personal life

SHORT DESCRIPTION

- Stress is an inherent element of professional life. Stress can be mobilizing and motivating if it is not a permanent state. Prolonged stress worsens the quality of life, reduces effectiveness at work, and ultimately may lead to burnout.
- During the workshop, participants will learn what stress is, what the sources of stress may be, and learn strategies and techniques for effectively dealing with stress. Gaining this knowledge and practicing strategies and techniques for coping with stress will enable participants to learn about the factors that are the biggest stressors for them, as well as the methods that work most effectively on them.
- At the end of the workshop participants will be able to develop an Individual Stress Management Plan, the use of which in their everyday life will help them effectively prevent the negative effects of stress and reduce the risk of burnout.

PARTICIPANTS WILL GAIN KNOWLEDGE ABOUT:

- mechanisms of stress action,
- potential sources of stress,
- ways of reacting to stressful situations,
- techniques for coping with stress, including relaxation, as well as other methods which effects have been scientifically confirmed.

PARTICIPANTS WILL ACQUIRE SKILLS IN:

- recognizing stress triggers and eliminating them or limiting their effects,
- identifying own reactions to stress,
- using strategies and techniques for dealing with stress,
- preventing the effects of overload resulting from stress, as well as reducing the risk of burnout,
- building an environment around that is conducive to maintaining balance in personal and professional life,

TRAINING RECIPIENTS

The training is addressed to both teachers struggling with the effects of excessive exposure to stress and wanting to improve the quality of their lives, as well as those who want to increase their awareness of stress coping techniques in order to take action to prevent stress overload.

TRAINING METHODS:

- lecture with presentation,
- discussion,
- individual and group exercises,
- group coaching in the development of an Individual Stress Management Plan
- **The training is conducted as workshops.** The form of a workshop requires conducting classes in an interactive way. Participants should have the opportunity to ask questions, clarify doubts and conduct discussions. As far as possible, it is recommended that the instructor refers to examples from the participants' lives during classes
- **The training can be delivered in a on-line, hybrid or stationary form.**

PROGRAM

1. Increasing knowledge about stress

- what is stress,
- how our body functions in the face of stress
- how to recognize the stress reaction

2. What can be the triggers of stress?

- types of stressors
- individual stressors

3. Presentation of strategies and techniques for coping with stress and practicing individual techniques.

4. Creating an Individual Stress Management Plan

5. Monitoring the application of the Individual Stress Management Plan

How to present the knowledge and exercises?

The module: Increasing knowledge about stress includes both theoretical knowledge what is stress, how our body functions in the face of stress and how to recognize the stress reaction.

Before you start the presentation you can ask participants what are their expectations from the training. Then, you can present the information included on the slides in the form of lecture with the possibility for discussion. Presenting the slides, you can ask participants what they know about the subject on the slide. At the end of the module participants are doing the short exercise. They can present to the group the conclusion from the exercise.

Time: 1 hour

You can implement this module on-line or on site.

The module: What can be the triggers of stress presents theoretical knowledge about types of stressors and exercises which help to use this knowledge to determine stressors occurring in the life of a training participant

After presentation of types of stressors proposed by Levi and Frankenhaeser, you are asking the participants to do the exercise which enables them to analyze individual types of stressors and choose those that apply to them. Give them enough time for analyzing and after finishing the exercise encourage them to discuss. They can present to the group the conclusion from the exercise.

Time: 1 hour

You can implement this module on-line or on site.

The module: Presentation of strategies and techniques for coping with stress and practicing individual techniques aims to present training participants with various methods of dealing with stress. You can present the information included on the slides in the form of a lecture with the possibility for discussion. It is also recommended to let participants try each of the methods of relaxation. Each method is described, so you can use the instruction when you are asking participants to train the method. You can also find the recording on the internet and play them during the training. Next you need to ask participants to do the exercise which enables them to decide if they can minimize the impact of this stressor on them by changing the situation. Give them enough time for analyzing and after finishing the exercise encourage them to discuss. They can present to the group the conclusion from the exercise.

Time: 4 hours

It is recommended to implement this module on-site or on-line.

The module: Creating an Individual Stress Management Plan

This module is conducted using the coaching method of asking questions. The aim of the module is for participants to develop an Individual Stress Management Plan. As you go through the slides, you ask participants specific questions that lead them to develop a plan.

Time: 2 hours

You can implement this module on-line or on site.

Module: Monitoring the application of the Individual Stress Management Plan

At the end of the training, you ask participants to specify the date when they will start implementing the plan. Let them know that they implement the plan on their own, or they can also use your implementation support in one-on-one sessions.

TIPS FOR THE PERSON WHO IS CONDUCTING THE TRAINING

Presentation is divided into 2 parts:

First part describes the assumptions of the training

Second part, which includes 4 modules, is the material to present to the training participants

You can divide the training into the number of parts which fit your and participants of schedule, but remember that we don't recommend to divide the particular module, but to realise the whole content of each module the same day.

You can shorten the training if you have not enough time for conducting the whole training, eg. you can talk about some relaxation methods and choose only one or two for participants to practice. If you want the training to be primarily practical, you can skip module I.



MODULE 1

INCREASING KNOWLEDGE ABOUT
STRESS

INCREASING KNOWLEDGE ABOUT STRESS

What is stress?

There are many definitions of stress, but the term "stress" was used for the first time in the scientific literature in the 1950s by Hans Selye. Although the term is now widely used, "stress" is a not so clear concept that is difficult to define precisely.

Here are the most popular definitions:

“Stress is the process by which environmental factors threaten or disturb the body's balance and by which the body responds to the threat.” (Gatchel R.J., Baum A., Krantz D.S. An introduction to health psychology. Random House, New York 1989)

„A specific relationship between a person and the environment that is assessed by the person as taxing or exceeding his or her resources and threatening his or her well-being., (Lazarus R.S., Folkman S. Stress, appraisal and coping. Springer-Verlag, New York, 1984: 19)

INCREASING KNOWLEDGE ABOUT STRESS

TYPES OF STRESS

– QUALITATIVE CRITERION

Eustress, the so-called "good stress"

- it adds strength, energy, determination to take action and generate energy.
- thanks to external stimuli, we are able to react instinctively to a specific event.
- motivates,
- effectively supports thought processes, including accelerating taking action,
- **appears episodically**

Distress, the so-called "bad stress"

- it exhausts and destroys the body.
- causes chronic nervous tension,
- disorganizes life,
- disturbs physical and mental functions,
- **works long-term,**
- causes worse coping with everyday problems,
- lowers immunity and increases the frequency of disease

INCREASING KNOWLEDGE ABOUT STRESS

The physiological symptoms of stress include:

- pale skin,
- sweating,
- rapid heartbeat,
- increased muscle tension,
- increased blood pressure,
- dry mouth,
- back and neck pain,
- indigestion,
- headaches,
- low immunity resulting in frequent colds,
- insomnia and general agitation.
- women may also experience menstrual disorders.

In cases of chronic stress, the above symptoms may also include psychosomatic diseases.

INCREASING KNOWLEDGE ABOUT STRESS

In the sphere of emotions, the most common symptoms of stress are:

- agitation,
- irritability,
- anger,
- obsessive thinking about the problem,
- anxiety,
- depression and a general state of constant tension.

In behavior, stress manifests itself through:

- restless sleep,
- inability to rest,
- sudden outbursts of anger or crying,
- slow reflexes,
- abuse of alcohol and other psychoactive substances.
- changes in nutrition, for example overeating or, on the contrary, lack of appetite.

INCREASING KNOWLEDGE ABOUT STRESS

Hans Selye discovered „the general adaptation syndrome”, a non-specific physiological response of the body to stress.

„The general adaptation syndrome” is divided into three phases:

- alarm reaction,
- stage of resistance,
- stage of exhaustion

Stressors test the body in a three-phase process - first there is shock, then adaptation, then the weakening of all physical resources, which can ultimately lead to serious health problems and even death.



THE ALARM REACTION

The alarm reaction is the body's immediate response to a threat or danger situation, similar to the "fight or flight" response described by Cannon. During an alarm response, you receive information about the stressor, and your body alerts you through a number of physiological responses that provide you with energy to deal with the situation.



STAGE OF RESISTANCE

In the case of long-term exposure to a stressor, the body enters the stage of resistance. At this stage, the initial shock of the alarm response subsides and the body adapts to the stressor. The body remains ready to act all the time, just as it did during the alarm reaction, but with less intensity.



STAGE OF EXHAUSTION

If exposure to a stressor continues for a long time, the stage of exhaustion occurs. At this stage, the person is no longer able to adapt to the stressor: the body's ability to resist is exhausted and tissues and organs become physically tired. As a result, illness, permanent damage and even death may happen.



CHRONIC STRESS RESULTS

Long-term stress leads to a situation in which psychological ailments appear on the physiological side of the body. The so-called psychosomatic diseases are a group of diseases associated with organ changes, in the etiology of which mental factors play an important role. In most cases, these are chronic diseases that worsen periodically.

INDIVIDUAL EXCERCISE



What are my reactions to stress?

Think about 3 situations which were stressful for you.

Then remind yourself what were your reactions



MODULE 2

WHAT CAN BE THE TRIGGERS OF
STRESS

TYPES OF STRESSORS CONNECTED WITH THE WORK ACCORDING TO LEVI AND FRANKENHAUSER

- **stress factors inherent in the work itself**, i.e.: qualitative and quantitative work overload, time pressure and absolute deadlines, working conditions, shift work, the need to keep up with technological changes;
- **social relations with superiors, subordinates, colleagues** i.e.: inability to comply, lack of social support, faulty social policy;
- **organizational structure and emotional climate**, i.e. lack of shared responsibility, feeling of loneliness, poor interpersonal communication
- **place in the organization**, i.e.: role ambiguity and conflict-generating nature, responsibility for things and people inappropriate to the role, too much dependence on middle management;
- **non-organizational sources**, i.e.: family problems, life crises, financial difficulties, conflicts related to low credibility and company policy, conflicts at work and at home, lack of institutional support;
- **professional career**, i.e.: current professional status inconsistent with qualifications and aspirations, lack of development prospects

Types of stressors	Yes	No	If yes, name stressors, which apply to you
stress factors inherent in the work itself			
social relations with superiors, subordinates, colleagues, students' parents			
organizational structure and emotional climate			
place in the organization			
non-organizational sources			
professional career			

INDIVIDUAL EXERCISE – MY STRESSORS

Analyze individual types of stressors and choose those, which apply to you. Name specific stressors.



MODULE 3

PRESENTATION OF STRATEGIES AND
TECHNIQUES FOR COPING WITH STRESS
AND PRACTICING INDIVIDUAL TECHNIQUES

METHODS OF COPING WITH STRESS

- defining priorities and values in life
- physical activity
- proper diet
- ensuring healthy sleep
- strengthening constructive relationships with other people
- changing the attitude to the stressful situations
- implement actions that will contribute to a better work-life balance
- taking action to change situations that lead to stress
- application of relaxation techniques



INDIVIDUAL EXCERCISE - DEFINING PRIORITIES AND VALUES IN LIFE



Click on any of the core values above to edit or delete

1. think about what constitutes the most important elements of your life and the values accompanying it.
2. divide the circle into 8 equal parts and write in each of them the elements of your life that you value most in life
3. Write the numer from 1-8 by each of the value, where 1 means the most import and 8 means the least important

METHODS OF COPING WITH STRESS

PHYSICAL ACTIVITY



- Exercise helps reduce stress by releasing endorphins, happiness hormones that improve your mood and aid in relaxation. Exercise can also help improve sleep and reduce feelings of fatigue, which also helps to reduce stress.
- What type of physical activity should you try to deal with stress? It depends on individual preferences and possibilities. **It's important to choose something which you will enjoy and that is right for you.** This could be, for example, running, cycling, swimming or yoga. It is important that the activity is regular and does not overload your body.
- Of course, you should not forget about proper warm-up and stretching, as well as safety while performing exercises. **It is also worth remembering about proper hydration and nutrition after physical exercise**

METHODS OF COPING WITH STRESS

PROPER DIET

A proper diet may be one way to deal with stress. Eating a healthy and balanced diet can have a positive impact on your well-being and health, and thus help you cope with stress.



Certain foods can have a calming effect and help reduce stress. Such products include, for example:

- **Fruits and vegetables** – contain vitamins and nutrients that can have a positive impact on your well-being.
- **Whole grains** – contain vitamin B, which may help reduce stress.
- **Nuts and seeds** – contain magnesium, which can help reduce tension.
- **Various types of teas** - for example lemon balm or chamomile tea - may have a calming effect.

Of course, you should not completely eliminate products from your diet that can stimulate the body (e.g. coffee), but it is worth limiting their consumption in situations when you feel very stressed.

In addition to a proper diet, it is also important to eat regular meals.

METHODS OF COPING WITH STRESS

ENSURING HEALTHY SLEEP



Healthy sleep is an important issue to manage stress. Here are some tips which can improve sleep quality:

- **Maintain regular sleep hours.** Try to go to bed and wake up at the same time every day, even on weekends.
- **Create comfortable sleeping conditions.** Make sure your mattress and pillows are comfortable and the room temperature is appropriate.
- **Avoid unnecessary stimuli before bed.** Try to avoid watching TV, scrolling information on mobile phone or reading heavy books before going to bed.
- **Try to relax before you go to bed.** You can take a warm bath, drink herbal tea or listen to calm music.
- **Make sure you get enough sleep.** Adults should sleep from 7 to 9 hours a day.

METHODS OF COPING WITH STRESS

STRENGTHENING CONSTRUCTIVE RELATIONSHIPS WITH OTHER PEOPLE



Having good relationships with others can be very helpful in dealing with stress. Good relationships may include the ability to connect with people at work or in wider society, which can help reduce feelings of isolation and loneliness.

Taking care of your relationships with others can help build your self-esteem and self-confidence, which in turn can contribute to better coping with stress.

It's important to look for ways to build and maintain a healthy support network that can help you cope with difficult situations and emotions, eg. attending support groups, developing relationships with mentors or advisors, or even just talking to friends and family about your feelings and concerns.

METHODS OF COPING WITH STRESS

CHANGING THE ATTITUDE TO THE STRESSFUL SITUATIONS



The way to deal with stress is **to change the way you think about the stressful situation**. Instead of viewing stressful situations as negative and unbearable, you can start to see them as challenges that will help you grow and become stronger.

Here are a few methods which can help changing the attitude to the stressful situations:

- Instead of focusing on things you can't control, **focus your attention on what you can change or control**. It may be your reaction to a situation or the way you resolve it.
- **Accept your emotions**. You can say yes to what you feel and let the emotions flow through you.
- Some people deal with stress by writing, drawing, or talking about their emotions. **Try to find a way that will help you express how you feel and help you deal with stress**.
- Instead of taking a stressful situation seriously, **try to find something funny in it or approach it with some distance**. This may help you reduce tension and cope better with the situation

METHODS OF COPING WITH STRESS

IMPLEMENT ACTIONS THAT WILL CONTRIBUTE TO A BETTER WORK-LIFE BALANCE



Work-life balance is an important element of a healthy lifestyle and can help you cope with stress. Here are some tips that can help you achieve a better work-life balance:

- **Define your priorities.** Think about what is the most important to you and focus on those things.
- **Set boundaries.** You don't always have to be available for work. Determine when you are ready to work and when you want to have time for yourself.
- **Maintain balance in your life.** Try to balance work with other activities such as family, friends, hobbies and relaxation.
- **Get help.** You don't have to carry everything yourself. Ask your family, friends or colleagues for help if you need support.
- **Take care of your health.** Remember to undergo regular medical examinations, rest and exercise to maintain your well-being and reduce stress.

Remember that everyone has different needs and preferences when it comes to work-life balance. It's important to find a solution that works for you and your lifestyle.

METHODS OF COPING WITH STRESS

TAKING ACTION TO CHANGE SITUATIONS THAT LEAD TO STRESS



Identifying the sources of stress is an important step in the process of taking action to change situations that lead to stress. It involves identifying situations or events that cause stress and what is crucial deciding if it is possible to change them.

Remember that not everything that is stressful for you can be changed. And if this is actually not possible, you can then use one of the remaining proposed methods of dealing with stress

METHODS OF COPING WITH STRESS

RELAXATION TECHNIQUES



- Breathing exercises
- Meditation
- Visualizations
- Jacobson training - progressive muscle relaxation

METHODS OF COPING WITH STRESS

RELAXATION TECHNIQUES

Breathing exercises

Any situation that causes stress automatically causes shallow breathing, an increase in blood pressure, and unconscious muscle tension. The longer we are stressed, the more irregular and restless our breathing becomes.



Example of exercise:

4-7-8 breathing technique – This technique involves inhaling through the nose for 4 seconds, holding the breath for 7 seconds and exhaling through the mouth for 8 seconds. You then repeat this sequence until you feel calm.

Tips:

- breathe slowly
- make sure that each time your belly expands when you inhale and shrinks when you exhale.

METHODS OF COPING WITH STRESS

RELAXATION TECHNIQUES



Meditation

Meditation is a mental practice that aims to focus your attention, calm your mind, and achieve a state of awareness or relaxation. There are many different meditation techniques, but they all have a common goal: developing the ability to observe your thoughts, emotions and body without judgment or involvement in them

Instruction :

1. Breath counting exercises: Counting to Ten:

Inhale and exhale, counting from 1 to 10. When you reach 10, start again.

2. Breathing rhythm exercises: Long exhale:

Take a short inhale and a long, slow exhale. Focus on the feeling of your exhale as it releases the tension.

3. Observing Thoughts: When a thought arises, simply notice it. Don't judge them as good or bad, just observe them like a cloud in the sky.

Tip: you can find a lot of recordings of meditation on the Internet, for example on YouTube. You may find different kinds of mediation practices, but thanks to it, you can choose the one which fits you the most.

METHODS OF COPING WITH STRESS

RELAXATION TECHNIQUES

Visualisation

Visualization expands your ability to rest and relax by focusing your mind on more calming and positive images

Example of exercise:

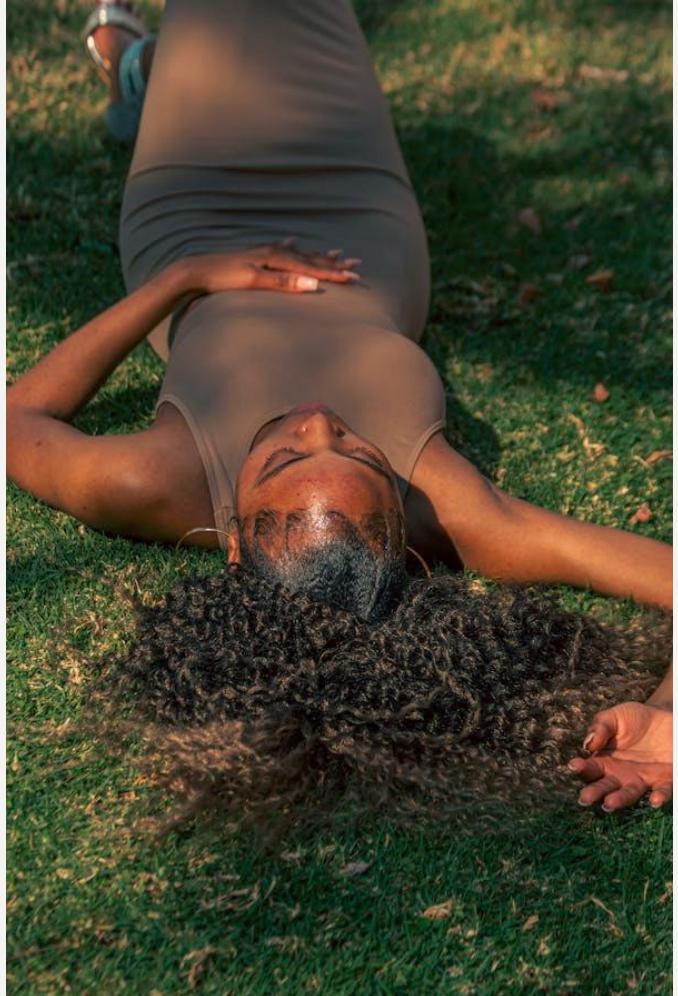


1. Lie comfortably and turn on relaxing music,
2. Close your eyes and imagine that you are on the beach. You feel the warm sand under your feet and the warmth of the sun's rays on you. Breathe.
3. A warm sea wave touches your feet and washes them. Your feet relax. Imagine that a sea wave washes your feet several times.
4. After a while, the warm sea wave returns and washes your entire legs. Under its wonderful touch, your legs become light and relaxed.
5. Repeat this scene, imagining the remaining parts of your body being washed by the sea waves: thighs, hips, belly, hands, arms, neck, face, head and finally your whole body.
6. When you are completely relaxed, see yourself on the beach, lying on the sand and feel the touch of warm sun rays that give your body, cleansed by the sea waves, great energy and strength.
7. Once you have achieved a state of peace and relaxation, try to quiet your thoughts. If a thought arises, don't fight it, let it flow.
8. Finally, take 5 slow and deep breaths, open your eyes slowly and move gently, as if you were coming out of a good sleep.

Tip: you can find a lot of recordings of relaxation through visualization on the Internet, for example on YouTube. You can choose the one which fits you the most.

METHODS OF COPING WITH STRESS

RELAXATION TECHNIQUES



Jacobson training

- progressive muscle relaxation

It is based on the theory that the relationship between physical and mental tension can be used to remove the mental symptoms of stress by relaxing the body - calming the rapid breathing and muscle relaxation, as well as learning to control physical tension and, therefore, cope with stress more effectively on a daily basis. .

Instruction :

1. Take two deep breaths. Try to exhale slowly.
2. Make fists with both hands. Feel the tension. Hold this for about 5 seconds... and let go... Feel your hands relax pleasantly.
3. Now tighten all the muscles in both arms, pressing your forearms to your shoulders. Hold... and let go...
4. Raise your shoulders as high as possible - as if you were shrugging. Hold...let go...
5. Raise your eyebrows high and at the same time frown as much as you can. Hold...let go...
6. Now close your eyes, tighten your eyelids and tighten all the muscles around your eyes. Squeeze tight... and let go...
7. Grit your teeth and at the same time press your tongue firmly against the palate. Hold...let go...
8. Open your mouth as wide as you can until you feel the tension. Hold...let go...
9. Move your head back and tighten the back muscles of your neck. Hold... release... Repeat this point twice as the neck muscles are usually the most tense.
10. Lower your head low, tuck your chin to your chest. Pay attention to the tension. Hold... and let go...
11. Pull your arms back so that you tense your back muscles, drawing them into an arch. Hold...relax...
12. Take a deep breath to fill your lungs with air and tighten your chest muscles. Hold... release the air and relax...

METHODES OF COPING WITH STRESS

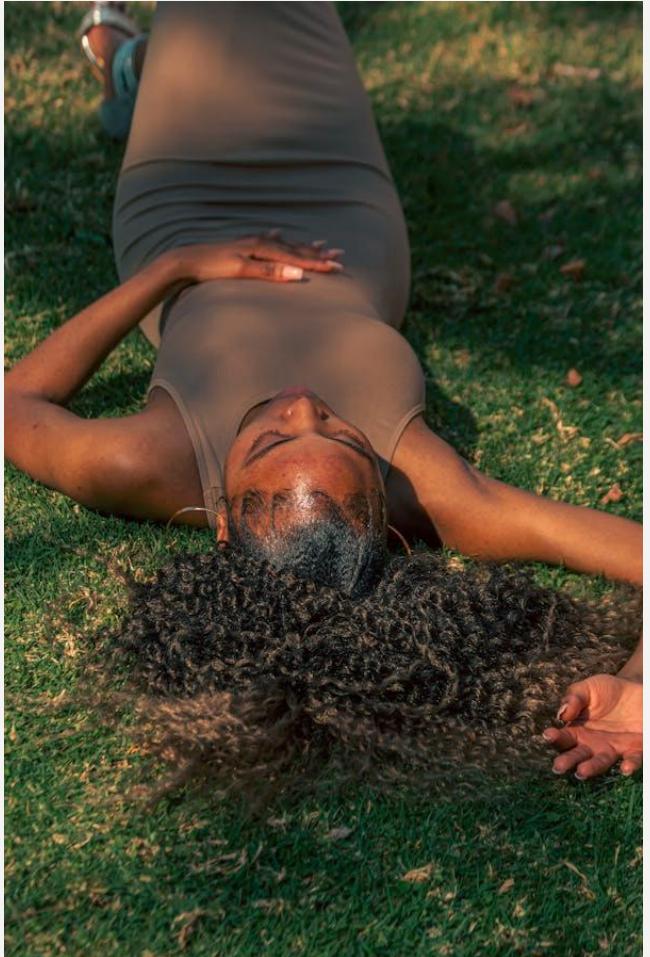
RELAXATION TECHNIQUES

Jacobson training

- progressive muscle relaxation

Instruction :

13. Pull your stomach in as if you were trying to press it against your spine. Hold...let go...
14. Tighten your abdominal muscles as you would when doing crunches. Hold...relax...
15. Tighten your buttock muscles to lift yourself up a little. Hold...relax...
16. Straighten your legs and tighten your thighs. Tense your muscles. Hold...relax...
17. Tighten your calf muscles. Hold...relax...
18. Lift your feet off the ground and with your toes pointed toward your head as much as possible, tighten your foot muscles. Hold...let go...
19. Lift your feet again, this time curling your toes as if you were trying to bury them in the sand. Tense your foot muscles. Hold...let go...
20. Breathe deeply all the time. Feel the state of relaxation your body is in at this moment. Feel the deep relaxation that flows through you. If you feel that any muscle is still tight, tighten it and release it. If you want to relax some part of your body, do it. Now you know how. Fill yourself with this blissful state for a few minutes. You can travel in your imagination to some nice, quiet place.
21. When you feel the exercise is over, take three deep breaths and stand up.



Tip: you can find a lot of recordings of Jacobson training on the Internet, for example on YouTube. You may find trainings which have a little bit different procedure, but thanks to it, you can choose the one which fits you the most.

Name of the stressor	I can take the following action to change the situation: ...	I can't take action to change the situation, but I can minimize the effect of the stressor by ...

INDIVIDUAL EXCERCISE – WHAT CAN I DO WITH THE STRESSOR?

Choose, from the list created in the individual excercises in modul II, stressors which action is repeated regularly, and decide if you can minimize the impact of this stressor on you by changing the situation. If you can't change situation, think of the relaxation or other technique which you could use at the moment when stressor affects you.

Examples:

1. Name of the stressor: rapid technological changes. I can take action to change the situation: to ask the School for extra training upskilling ICT competences

2. Name of the stressor: time pressure. I can't take action to change the situation, but I can minimize the effect of the stressor by taking short breaks from work for breathing exercises



MODULE 4

**CREATING AN INDIVIDUAL STRESS
MANAGEMENT PLAN**

MY INDIVIDUAL STRESS MANAGEMENT PLAN

Answer to the questions:

- Do I need to change my priorities to make my life less stressful?
- Do I need to introduce or increase the physical activity in my life to feel better?
- Do I need to improve my diet to feel better?
- Do I need to improve my sleep quality to feel better?
- Do I need to strengthen constructive relationships with other people to get more support?
- Do I need to change my attitude to stressful situations to better cope with stress?
- Do I need to implement actions that will contribute to a better work-life balance?
- Do I need to take action to change situations at my work that lead to stress?
- Do I need to introduce relaxation techniques to better cope with stress?

MY INDIVIDUAL STRESS MANAGEMENT PLAN

To design Individual Stress Management Plan you need to:

- take into account answers „yes” to the questions which indicated the techniques and strategies that you found the most import for your wellbeing,
- work out your own plan of action based on the knowledge gaing during the training and results of excercises.

In the next slides you will find specific tips and questions which will help you to build the plan.



designed by  freepik

MY INDIVIDUAL STRESS MANAGEMENT PLAN

You answered „yes” to the question:

Do I need to change my priorities to make my life less stressful?

1. Think from realisation of which values in your life you are satisfied
2. Think from realisation of which values in your life you are dissatisfied and think of at least 2 actions which you can take to increase the satisfaction.
3. Write down these actions and determine when and you can take them.

MY INDIVIDUAL STRESS MANAGEMENT PLAN

You answered „yes” to the question:

Do I need to introduce or increase the physical activity in my life to feel better?

1. Which physical activities you like the most?
2. Which physical activity you can introduce or increase quite easy?
3. What do you need to do to it?
4. When can you start?
5. How many times per week you can do it?

MY INDIVIDUAL STRESS MANAGEMENT PLAN

You answered „yes” to the question:

Do I need to improve my diet to feel better?

1. Do you need to contact dietitian to introduce the changes or you can do them by yourself?
2. If you need dietitian think when you can meet him or her?
3. If you don't need dietitian which changes in your diet you can introduce by yourself?

MY INDIVIDUAL STRESS MANAGEMENT PLAN

You answered „yes” to the question:

Do I need to improve my sleep quality to feel better?

I. What can you do to:

- introduce regular sleep hours (if concerns)?
- create comfortable sleeping conditions (if concerns)?
- avoid unnecessary stimuli before bed (if concerns)?
- relax before you go to a bed (if concerns)?
- to sleep enough time (if concerns)?

MY INDIVIDUAL STRESS MANAGEMENT PLAN

You answered „yes” to the question:

Do I need to strengthen constructive relationships with other people to get more support?

1. How can you strengthen relationships with people from work?
2. How can you strengthen relationships with your family?
3. How can you strengthen relationships with your friends?
4. Do you think that finding and getting involved in a group whose goals match your values would be a benefit for you?
5. Do you think you would benefit from the support of an expert, e.g. a Burnout Expert or other mentor or psychologist?

MY INDIVIDUAL STRESS MANAGEMENT PLAN

You answered „yes” to the question:

Do I need to change my attitude to stressful situations to better cope with stress?

1. Which situations make you the most stressful?
2. How can you change attitude to these situations to better cope with stress that they cause?
3. What can you do to remember to use these strategies on a daily basis?

MY INDIVIDUAL STRESS MANAGEMENT PLAN

You answered „yes” to the question:

Do I need to implement actions that will contribute to a better work-life balance?

1. **What are your priorities?** Think about what is the most important (you can use the exercise: defining priorities and values)? What can you do to focus on them
2. **Can you set boundaries?** Think about when you are ready to work and when you want to have time for yourself.
3. **How can you maintain balance in your life?** Think what you could do to balance work with other activities such as family, friends, hobbies and relaxation.
4. **Could you ask anyone for help?** Think what kind of help you need, and who from your family, friends or colleagues could help you when you need support.
5. **What can you do to take care of your health?** Think how you can improve your health to maintain your well-being and reduce stress.

Remember that everyone has different needs and preferences when it comes to work-life balance. It's important to find a solution that works for you and your lifestyle

MY INDIVIDUAL STRESS MANAGEMENT PLAN

You answered „yes” to the question:

Do I need to take action to change situations at my work that lead to stress?

Use the table which you prepared in the Individual Exercise included in Modul III.

MY INDIVIDUAL STRESS MANAGEMENT PLAN

You answered „yes” to the question:

Do I need to introduce relaxation techniques to better cope with stress?

Use the table which you prepared in the Individual Exercise included in Modul III



MODULE 5

MONITORING THE APPLICATION OF
THE INDIVIDUAL STRESS
MANAGEMENT PLAN

MONITORING THE APPLICATION OF THE INDIVIDUAL STRESS MANAGEMENT PLAN

- When you complete the plan, please start introducing the actions which you designed
- If you need support, you can meet Burnout Expert during the Individual sessions, and work with him or her to implement these actions