



Staying Positive under Pressure – Managing Stress Effectively

Delegate Pack

All courses come complete with a delegate pack specifically designed to accompany the course. Each article in the pack covers 2 - 4 pages, sufficient to get the main points across easily, but short enough for busy people to read quickly and easily. Handouts are comprehensive and allow delegates to sit back and enjoy the course without feeling the need to take notes.

Stress Awareness Test

A quick and easy awareness test to determine current levels of stress and interpret how serious you should take stress management.

Using a Stress Diary

Using a stress diary can help to pinpoint the causes and triggers that bring about stress. It also helps to identify the signs and symptoms of stress that are unique to each individual, thus enabling early identification and introduction of stress management techniques before it is too late!

Life Balance Assessment

Courtesy of the Mental Health Foundation, an amusing quiz with a very serious message. In times of stress, our behaviour changes and we may stop enjoying a variety of social events that are a necessary part of maintaining our wellbeing.

Promoting Wellbeing

This is the worksheet that accompanies Dr Sarah Myhill's article 'Stress - Prevent and Treat'. The worksheet forms an activity on the course that allows us to look at five key areas of our life and to plan a short activity on a weekly basis to improve each area, and ultimately our wellbeing.

Understanding Stress

Understanding what causes stress and how we can recognise the early signs and symptoms enables us to get a head start in managing our own stress and that of our colleagues, friends and family. This article looks at the origins of stress, the physiological changes that take place affecting our emotions, physical health and behaviour.

Relaxation

Relaxation is a key part of managing stress. This article looks why relaxation works so effectively. Included are a number of exercises ranging from a whole-body progressive relaxation routine to short simple exercises that can remove tension from neck and shoulders. The short exercises can be performed at home, sitting at one's desk, or even sitting in a traffic jam (when stationary only, please!)

Sleep Well!

All the hints and tips you need to know why your sleep is disturbed and, better still, how to put it right including how to get off to sleep in just 90 seconds!

Stress Management Plan	The Health and Safety Executive definition of stress sets out, succinctly, what causes stress but gives us not clues as to how to handle it. This short plan is based on the fact that even at the most hectic and stressful times of our lives we can still, on a very basic level, determine what about our lives feels uncomfortable and how we would really like life to be.
How thoughts contribute to stress	When we are worried, we tend to go back to thought patterns, assumptions and behaviours which are routed in our early years. We can then get stuck in our thoughts and, if these are negative, our thoughts alone can lead to negative emotions and moods, and maladaptive coping strategies such as eating and drinking too much. This article looks at the work of some of the foremost minds in this field and puts forward a clear explanation of how our thoughts can contribute to stress and what we can do to stop this negative and sometimes destructive cycle.
Stress - prevent and treat	Written for PjEndicott by Dr Sarah Myhill, a British GP who has a special interest in chronic fatigue, allergies and nutrition. When stressed, our bodies have an overwhelming workload to do and this article looks at the key areas to address to promote wellbeing, sleep well and withstand the rigours of working under pressure.
When to seek help	Obviously, a short period of stress may not have any long-lasting effects upon us, but knowing when things are going wrong and who to turn to for help is crucial.
What's in our diet	We all know the basics: eat 5 portions of fruit and vegetables each day, drink plenty of water, don't smoke and drink alcohol in moderation. There are, however, many substances in our diet that are not good for us and many things about our food and drink that we just do not understand. Then, of course, there is a whole new ballgame associated with the hidden colourings and substances put in by manufacturers. How well do we know what's in our diet?
Helpful Things	Knowing where to get help can be a problem. Which web site gives sensible information? Which book is really worth reading? Which CD might help me relax enough to get to sleep? This article provides a list of books, CDs and websites that have been used and found to help.
Pulling it all together	This article forms a two-page overview of the techniques promoted on the course and covered in the articles provided in the delegate pack.
Personal life stressors	Drs. Thomas Holmes and Richard Rahe surveyed more than 7,000 people and found that different life events carried a different level of risk. They also found that when the risk factor for all the life events within the last 12 months was added together it might indicate the likelihood of personal illness occurring within the next 12 months.