



EAP SERVICES

Services are free

- Counseling - there are no co-pays to see an EAP counselor
- Referrals - toll-free number answered live 24 hours/day, 365 days/year
- Legal Referrals - initial consultation with an attorney at no cost
- Financial Referrals - initial consultation with a financial counselor at no cost

Services are confidential

- Your information will not be released to your employer
- Services are not tied to your insurance

Services are flexible

- You or your family members can call for help
- Offices throughout United States and Canada
- Face-to-face, telephone, or online connections are available

Services are professional

- EAP counselors are licensed in the State they practice
- Counselors have a Master's degree in Social Work, Professional Counseling, or a Ph.D. in Psychology

www.ndbh.com (login code: ECC)

800-624-5544 or 816-237-2352

STRESS BALANCE – STAYING ON THE HEALTHY SIDE

Presented by New Directions Behavioral Health

COGNITIVE DISTORTIONS

1. **All-or-Nothing Thinking:** You see things in black-and-white categories. If your performance falls short of perfect, you see yourself as a total failure.
2. **Over-Generalization:** You see a single negative event as a never-ending pattern of defeat.
3. **Mental Filter:** You pick out a single negative detail and dwell on it exclusively so that your vision of all reality becomes darkened, like the drop of ink that discolours the entire beaker of water.
4. **Disqualifying the Positive:** You reject positive experiences by insisting they “don’t count” for some reason or other. In this way you can maintain a negative belief that is contradicted by your everyday experiences.
5. **Jumping to Conclusions:** You make a negative interpretation even though there are no definite facts that convincingly support your conclusion.
 - a. *Mind reading:* You arbitrarily conclude that someone is reacting negatively to you, and you don’t bother to check this out.
 - b. *The Fortune Teller Error:* You anticipate that things will turn out badly, and you feel convinced that your prediction is an already-established fact.
6. **Magnification (Catastrophizing) or Minimization:** You exaggerate the importance of things (such as your goof-up or someone else’s achievement), or you inappropriately shrink things until they appear tiny (your own desirable qualities or the other fellow’s imperfections). This is also called the “binocular trick.”
7. **Emotional Reasoning:** You assume that your negative emotions necessarily reflect the way things really are: “I feel it; therefore, it must be true.”
8. **Should Statements:** You try to motivate yourself with “shoulds” and “shouldn’ts” as if you had to be whipped and punished before you could be expected to do anything. “Musts” and “oughts” are also offenders. The emotional consequence is guilt. When you direct “should” statements toward others, you feel anger, frustration, and resentment.
9. **Labeling and Mislabeling:** This is an extreme form of overgeneralization. Instead of describing your error, you attach a negative label to yourself; “I’m a loser.” When someone else’s behavior rubs you the wrong way, you may attach a negative label to him: “He’s a loser.” Mislabeling involves describing an event with language that is highly colored and emotionally loaded.
10. **Personalization:** You see yourself as the cause of some negative external event which in fact you were not primarily responsible for.

STRESSFUL ACTIVITIES SCALE

Instructions: Rate each of the following statements on a scale from 0-4 according to how much of the time each statement applies to you.

0=Never 1=Rarely 2=Sometimes 3=Most of the Time 4=Almost Always

1.	I eat at least one hot, balanced meal a day.
2.	I get seven to eight hours of sleep at least four nights a week.
3.	I give and receive affection regularly.
4.	I have at least one relative within 50 miles on whom I can rely.
5.	I exercise to the point of perspiration at least twice weekly.
6.	I smoke less than half a pack of cigarettes a day.
7.	I take fewer than five alcoholic drinks a week.
8.	I am the appropriate weight for my height.
9.	I have an income adequate to meet basic expenses.
10.	I get strength from my spiritual beliefs.
11.	I regularly attend club or social activities.
12.	I have a network of friends and acquaintances.
13.	I have one or more friends to confide in about personal matters.
14.	I am in good health (including eyesight, hearing, teeth).
15.	I am able to speak openly about my feelings when angry or worried.
16.	I have regular conversations with the people I live with about domestic problems (such as chores, money, and daily issues).
17.	I do something for fun at least once a week.
18.	I am able to organize my time effectively.
19.	I drink fewer than three cups of coffee (or tea or cola drinks) a day.
20.	I take quiet time for myself during the day.
TOTAL	

When you total your score, the maximum possible is 80. The higher your score, the less stress is making an impact on your daily activities. Look at the questions to which you answered 0, 1, or 2. What changes can you make that will bring you up to a 3 or 4 in those areas?

STRESS EXHAUSTION SYMPTOMS

Check the symptoms of stress exhaustion you have noticed lately in yourself.

PHYSICAL

- ☐ Appetite change
- ☐ Headaches
- ☐ Muscle tension
- ☐ Fatigue
- ☐ Sleep change
- ☐ Weight change
- ☐ Colds
- ☐ Heart disease
- ☐ Digestive upsets, ulcers
- ☐ Pounding heart
- ☐ Accident prone
- ☐ Teeth grinding
- ☐ Rashes
- ☐ Restlessness
- ☐ High blood pressure
- ☐ Cancer
- ☐ Increased alcohol, drug, tobacco use

SPIRITUAL

- ☐ Emptiness
- ☐ Loss of meaning
- ☐ Doubt
- ☐ Unforgiving
- ☐ Martyrdom
- ☐ Looking for magic
- ☐ Loss of direction
- ☐ Needing to "prove" self
- ☐ Cynicism
- ☐ Apathy
- ☐ Lack of self-love/acceptance

EMOTIONAL

- ☐ Anxiety
- ☐ Frustration
- ☐ The "blues"
- ☐ Mood swings
- ☐ Bad temper
- ☐ Nightmares
- ☐ Crying spells
- ☐ Irritability
- ☐ "No one cares"
- ☐ Depression
- ☐ Nervous laugh
- ☐ Worrying
- ☐ Easily discouraged
- ☐ Little joy
- ☐ Numbness

MENTAL

- ☐ Forgetfulness
- ☐ Dull senses
- ☐ Poor concentration
- ☐ Low productivity
- ☐ Negative attitude
- ☐ Confusion
- ☐ Lethargy
- ☐ Whirling thoughts
- ☐ No new ideas
- ☐ Boredom
- ☐ Spacing out
- ☐ Negative self-talk

RELATIONAL

- ☐ Isolation
- ☐ Intolerance
- ☐ Loneliness
- ☐ Lashing out
- ☐ Hiding
- ☐ Clamming up
- ☐ Lowered sex drive
- ☐ Nagging
- ☐ Distrust
- ☐ Fewer contacts with friends
- ☐ Lack of intimacy
- ☐ Using people
- ☐ Judgmental

STRESS BUILDERS/STRESS BUSTERS

Stress Builder:

"I'll never get this project in on time."

Stress Buster:

"If I stay focused and take it one step at a time, I'll make steady progress."

Stress Builder:

"My supervisor didn't say good morning. He's probably displeased with my work, and I'll get a bad evaluation."

Stress Buster:

"I am jumping to conclusions. My supervisor may have been in a bad mood. So far all my evaluations have been positive. So unless I get some negative feedback, I'll assume my supervisor is pleased with my work."

Stress Builder:

"I can't get my mistake on page 53 out of my mind. The paper is ruined. I have disappointed everyone."

Stress Buster:

"No one is perfect. I did my best. I'm overreacting to one mistake when the overall report is fine."

PLUGGING IN SUGGESTIONS

PHYSICAL

Exercise regularly – 15-20 minutes of vigorous exercise per day 3x/week is recommended. Jogging, walking, swimming, tennis or any form of exercise can be helpful. Check with your doctor if you have not exercised in some time.

Relaxation techniques – take 10 minutes to sit quietly and alternate between tensing and relaxing your muscles. There are many others to choose from also.

Eat sensibly – avoid high intake of fat, cholesterol, sugar and salt. Choose more high fiber foods, fresh fruit and vegetables.

Follow sensible drinking habits – avoid self-medication. Alcohol is a sedative and can become habit forming.

Stop smoking – persons who stop smoking immediately begin to reduce their risk of developing heart disease and cancer.

Think healthy – take time to develop healthful safety habits that make you feel good and keep you safe.

RELATIONSHIP

Develop friendships – we need relationships for our health. Our fulfillment is giving to our friends and allowing them to give to us. Give compliments. Accept compliments.

Reach out – No one knows our needs unless we let them know. Take the risk and reach out.

Express your emotions – so much energy is used to “bottle up” feelings. Think about how much you “free up” by expressing your feelings to people you care for and trust – write.

Join a group – we all need to belong and groups can provide a feeling of belonging. It’s a place where we can accept ourselves and accept others.

INTELLECTUAL

Work on your fears – take a course or get more information that may help you overcome your fears. Facing your fears is half the battle.

Develop your sense of humor – learn to laugh at yourself and with life. Find humor in things. Life is serious enough as it is.

Accept yourself – none of us is perfect. Learn how to love and care for yourself in the same way you do for others around you. You are important.

You are what you think – you will follow your most predominant positive or negative thoughts. Be aware of what those are. You can change these to more positive thoughts. They are, after all, your thoughts.

Develop your creative side – take a class, read, challenge yourself with a hobby.

SPIRITUAL

Listen to the inner you – take time to nourish your spiritual needs and replenish yourself. This can be through actions such as prayer, meditation, confession, worship, fellowship, and reflection.

Taking time for you – taking time makes “me” feel whole.

Spend time in nature – take walks, go camping, get in touch with something larger than you.

Music – listen to music which stimulates alpha waves.

Do whatever -- connects you with your inner self, your spiritual self.

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Proven Stress Reducers

- | | | |
|---|---|---|
| 1. Get up fifteen minutes earlier in the morning. The inevitable morning mishaps will be less stressful. | at an airport one hour before domestic departures. | (The possibility of there being a terrible emergency in the next hour or so is almost nil.) |
| 2. Prepare for the morning the evening before. Set the breakfast table, make lunches, put out the clothes you plan to wear, etc. | 12. Be prepared to wait. A paperback can make a wait in a post office line almost pleasant. | 19. Turn "needs" into preferences. Our basic physical needs translate into food and water and keeping warm. Everything else is a preference. Don't get attached to preferences. |
| 3. Don't rely on your memory. Write down appointment times, when to pick up the laundry, when library books are due, etc. "The pale ink is better than the retentive memory." – Old Chinese Proverb. | <i>Unplug your phone. Want to take a long bath, meditate, sleep or read without interruption? Drum up the courage to temporarily disconnect.</i> | |
| 4. Do nothing that after being done leads you to tell a lie. | we'll do..." kind of thing. Or, "If we get split up in the shopping center, here's where we'll meet." | 20. Simplify, simplify, simplify. |
| 5. Make duplicates of all keys. Bury a house key in a secret spot in the garden and carry a duplicate car key in your wallet apart from your key ring. | 14. Relax your standards. The world will not end if the grass doesn't get mowed this weekend, if the sheets have to be changed on Sunday instead of Saturday, etc. | 21. Make friends with non-worriers. Nothing can get you into the habit of worrying faster than associating with chronic worrywarts. |
| 6. Practice preventive maintenance. Your car, appliances, home and relationships will be less likely to break down/fall apart "at the worst possible moment." | 15. Pollyanna-Power! For every one thing that goes wrong, there are probably 10 or 50 or 100 blessings. Count 'em! | 22. Take a hot bath or shower (or a cold one, in summertime) to relieve tension. |
| 7. Eliminate (or restrict) the amount of caffeine in your diet. | 16. Ask questions. Taking a few moments to repeat back directions, what someone expects of you, etc., can save hours. (The old "The hurrieder I go, the behinder I get," | 23. Wear earplugs. If you need to find quiet at home but junior must practice piano, pop in some earplugs (available in any drugstore), and smile. |
| 8. Procrastination is stressful. Whatever you want to do tomorrow, do it today; whatever you want to do today, do it now. | <i>Procrastination is stressful. Whatever you want to do tomorrow, do it TODAY; whatever you want to do today, do it NOW.</i> | |
| 9. Plan ahead. Don't let the gas tank get below one-quarter full, keep a well stocked "emergency shelf" of home staples, don't wait until you're down to your last bus token or postage stamp to buy more, etc. | idea.) | 24. Get enough sleep. If necessary, use an alarm clock to remind you to go to bed. |
| 10. Don't put up with something that doesn't work right. If your alarm clock, wallet, shoelaces, windshield wipers —whatever— are constant aggravation, get them fixed or get new ones. | 17. Say "No!" Saying 'no' to extra projects, social activities, and invitations you know you don't have time or energy for takes practice, self respect, and a belief that everyone, every day needs quiet time to relax and to be alone. | 25. Create order out of chaos. Organize your home and workspace so that you always know exactly where things are. Put things away where they belong and you won't have to go through the stress of losing things. |
| 11. Allow 15 minutes of extra time to get to appointments. Plan to arrive | 18. Unplug your phone. Want to take a long bath, meditate, sleep or read without interruption? Drum up the courage to temporarily disconnect. | 26. When feeling stressed, most people tend to breathe in short shallow breaths. When you breathe like this, stale air is not expelled, oxidation of the tissues is incomplete and muscle tension frequently results. |

Check your breathing through-out the day, and before, during and after high-pressure situations. If you find your stomach muscles are knotted and your breathing is shallow, relax all your muscles and take several deep, slow breaths. Note how, when you're relaxed,

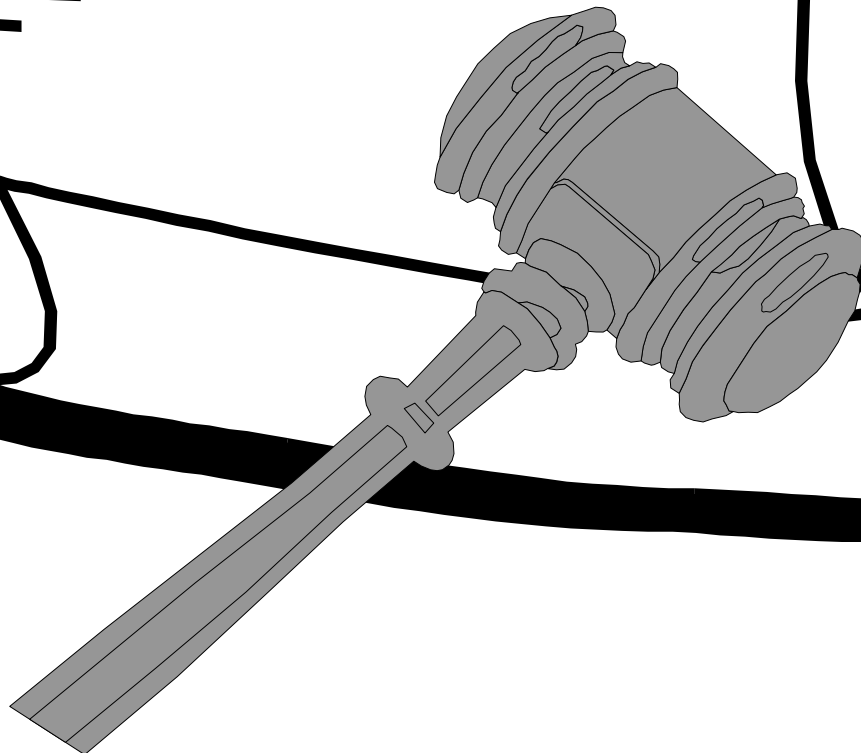
<p>both your abdomen and chest expand when you breathe.</p>	<p>personal needs and desires. If you hate desk jobs, don't accept a job that requires that you sit at a desk all day. If you hate to talk politics, don't associate with people who love to talk politics, etc.</p>	<p>the weekend that you can finish to your satisfaction.</p>
<p>27. Writing your thoughts and feelings down (in a journal, or on paper to be thrown away) can help you clarify things and can give you a renewed perspective.</p>	<p>33. Learn to live one day at a time.</p>	<p>44. "Worry about the pennies and the dollars will take care of themselves." That's another way of saying: take care of the todays as best you can and the yesterdays and the tomorrows will take care of themselves.</p>
<p>28. Try the following yoga technique whenever you feel the need to relax: inhale deeply through your nose to the count of eight. Then, with lips puckered, exhale very slowly though your mouth to the count of 16, or for as long as you can. Concentrate on the long sighing sound and feel the tension dissolve. Repeat 10 times.</p>	<p>34. Everyday, do something you really enjoy. 35. Add an ounce of love to everything</p>	<p>45. Do one thing at a time. When you are with someone, be with that person and with no one or nothing else. When you are busy with a project, concentrate on doing <i>that</i> project and forget about everything else you have to do.</p>
<p>29. Inoculate yourself against a feared event. Just as a vaccine containing a virus can protect you from illness, if you expose yourself to one or more of the dreaded aspects of an experience beforehand, you often can mitigate your fears.</p> <p>Example: Before speaking in public, take time to go over every part of the experience in your mind. Imagine what you'll wear, what the audience will look like, how you will present your talk, what the questions will be and how you will answer them, etc. Visualize the experience the way you would have it be.</p> <p>You'll likely find that when the time comes to make the actual presentation, it will be "old hat" and much of your anxiety will have fled.</p>	<p>you do.</p> <p>36. Talk it out. Discussing your problems with a trusted friend can help clear your mind of confusion so you can concentrate on problem solving.</p> <p>37. Do something for somebody else.</p> <p>38. Focus on understanding rather than on being understood, on loving rather than on being loved.</p> <p>39. Do something that will improve your appearance. Looking better can help you feel better.</p> <p>40. Schedule a realistic day. Avoid the tendency to schedule back-to-back appointments; allow time between appointments for a breathing spell.</p> <p>41. Become more flexible. Some things are worth not doing perfectly and some issues are well to compromise upon.</p>	<p>46. Allow yourself time – everyday—for privacy, quiet, and introspection.</p> <p>47. If an especially "unpleasant" task faces you, do it early in the day and get it over with. Then the rest of your day will be free of anxiety.</p> <p>48. Learn to delegate responsibility to capable others.</p> <p>49. Don't forget to take a lunch break. Try to get away from your desk or work area in body <i>and</i> mind, even if it's just for 15 to 20 minutes.</p> <p>50. Forget about counting to 10. Count to 1,000 before doing something or saying anything that could make matters worse.</p> <p>51. Have a forgiving view of events and people. Accept the fact that we live in an imperfect world.</p>
<p>30. When the stress of having to get a job done gets in the way of getting the job done, diversion—a voluntary change in activity and/or environment—may be just what you need.</p>	<p>42. Eliminate destructive self-talk: "I'm too old to..." "I'm too fat to..." etc.</p>	<p>52. Have an optimistic view of the world. Believe that most people are doing the best they can.</p>
<p>31. Get up and stretch periodically if your job requires that you sit for extended periods.</p>	<p>43. Use your weekend time for a change of pace. If your workweek is slow and patterned, make sure there is action and time for spontaneity built into your weekends. If your workweek is fast paced and full of people and deadlines, seek peace and solitude during the days off. Feel as if you aren't accomplishing anything tangible at work? Tackle a job on</p>	
<p>32. One of the most obvious ways to avoid unnecessary stress is to select an environment (work, home, leisure) which is in line with your</p>		

Eliminate destructive self-talk: "I'm too old to..." "I'm too fat to..." etc.

WELLNESS BILL OF RIGHTS

You have a right to:

- ❖ Put yourself first, sometimes
- ❖ Make mistakes
- ❖ Be the final judge of your feelings
- ❖ Your own beliefs
- ❖ Change your mind
- ❖ Protest unfair treatment
- ❖ Negotiate for change
- ❖ Ask for help
- ❖ Ignore advice
- ❖ Say "no"
- ❖ Be alone
- ❖ Not take responsibility for the problems of others



PRESENTATION EVALUATION

Date: 4-20-16

Topic: Stress Balance – Staying on the Healthy Side

Presenter: Myra Dillingham

Company: East Central College

Please complete this evaluation before you leave and return it to the presenter.

	1 = Poor	2	3	4	5 = Excellent
1. Presenter was knowledgeable of the subject matter.					
2. Presenter encouraged participation.					
3. Presenter communicated effectively.					
4. Presenter was enthusiastic and able to stimulate interest.					
5. The content provided me with helpful skills and insight.					
6. The presentation content was organized and clear.					
7. Overall, the presentation was satisfactory.					

8. What concepts presented will be most useful to you? _____

9. What other training would you like to see offered by your organization? _____

10. We value your input. Please provide any additional comments. _____

