

STRESS MANAGEMENT

WORKBOOK

Empower and invest in yourself

LEARNING ACTIVITY 01

INDIVIDUAL WORK: REFLECTION

There are certain questions that can assist with the discovery of your personal triggers.

Work on your own to answer the following questions as honestly as possible by ticking the appropriate blocks.

	All the time	Sometimes	Rarely
How often do you find yourself overwhelmed by your workload?			
How often do you find yourself scrambling to meet a deadline at work?			
Do you take your full designated break for lunch?			
Do you consider fighting to be a serious problem in your relationship with either a partner or family member?			
How often do you lose your patience with a partner or family member?			

LEARNING ACTIVITY 02

GROUP WORK

There are certain things you can do to manage stress better.

Work in groups to complete the sentences by using the words below.

1. Keep a _____ of what situations make you stress and see how you might deal with them in other ways in the future.
2. Conscious _____ is important for your body and mind and can help you deal with the negatives of stress.
3. Effective _____ management allows the amount of work or other commitments undertaken to be regulated.
4. Plan time in the day to do something that gives you _____.
5. People are better able to cope with stress when their bodies are _____.
6. Having someone to _____ your problems with can greatly help to 'off load' the stress.

pleasure | record | time | share | healthy | relaxation

LEARNING ACTIVITY 03

INDIVIDUAL WORK

A nutritionist can provide tailored nutritional advice and support to ensure all your needs are catered for and your specific goals are met.

Complete the following sentences by underlining the correct answers.

Tailored nutritional advice involves:

1. An assessment to pinpoint your nutritional _____.

needs | preferences

2. The stress relieving foods that will be the most _____ for you.

convenient | beneficial

3. You will look at _____ and contributing factors.

triggers | problems

4. You will look at any underlying imbalances such as adrenal _____ and thyroid problems.

glands | hormones

5. You will be given a specific diet plan to follow, which will also outline lifestyle changes such as _____ activity.

physical | mental

LEARNING ACTIVITY 04

INDIVIDUAL WORK

Stress can take a toll on your body's natural defences, but eating the right foods can offer relief.

Indicate whether the following statements are true or false.

	True	False
Stress depletes our B vitamin stores and snacking on fruit helps replenish them.		
While oranges get all of the vitamin C hype, grapes have about twice as much.		
Shoot for about 2 servings a week of wild salmon or other oily fish and/or talk to your doctor about DHA supplements.		
Cucumber is rich in stress-busting magnesium.		
Complex carbs like oatmeal are digested more slowly and don't spike blood sugar.		
To reap the feel-better rewards, choose chocolate that's at least 70 percent cocoa.		
A study from University College London discovered that coffee drinkers de-stressed faster and had lower cortisol levels than those who drank a placebo.		

LEARNING ACTIVITY 05

GROUP WORK

Research has shown that certain personality traits can make certain people more vulnerable to stress.

Complete the following table by using the words below.

Type A Personality Traits	Type B Personality Traits

1. Never late for appointments
2. Many social activities/interests
3. Very busy at full speed
4. Easy going
5. Calm and unhurried about appointments
6. Hold feelings in
7. Few social activities/interests
8. Can express feelings

LEARNING ACTIVITY 07

INDIVIDUAL WORK

There are certain measures that can help to minimise stress in the workplace.

Indicate which of the following statements are correct by ticking the appropriate blocks.

Create realistic goals		OR		Create realistic visions
Ignore gossip and complaints		OR		Avoid gossip and complaints
Don't start your day too early		OR		Start your day early
Use a to-do list to simplify your goals		OR		Use a to-do list to detail your goals
Don't take it personal		OR		Take it personal
Take breaks at home		OR		Take breaks at work

LEARNING ACTIVITY 08

INDIVIDUAL WORK: REFLECTION

In most high functioning work environments, autocratic leaders and bureaucratic leaders are necessary.

Work on your own to answer the following questions as honestly as possible by ticking the appropriate blocks.

1. What other reasons are there for having a strong ethical culture?

	Excellent
	Average
	Low

2. What challenges can there be in maintaining an ethical culture?

	Free-spirited
	Realist
	Optimist
	Pessimist

Should your self-esteem be low, your emotional response in handling these leaders at work will increase your stress.

onlineacademy
interactive online training

ONLINE ACADEMY

2 De Beers Avenue
Momentum Golf Village
Somerset West
7130

© 2018 ALL RIGHTS RESERVED.