



# INFORMATION PACK

BE RESILIENT CHALLENGE

CONGRATULATIONS  
AND WELL DONE  
FOR TAKING UP THE  
CHALLENGE!







# HOW THE CHALLENGE WORKS

This challenge focuses on mental resilience and mindfulness. Resilience is the ability to cope with life's challenges and to adapt to adversity. Your levels of resilience can change over the course of your life. Resilience is important because it can help to protect against the development of some mental health problems. Resilience helps us to maintain our wellbeing in difficult circumstances. Resilience won't make your problems go away — but resilience can give you the ability to see past them, find enjoyment in life and better handle stress.

If you aren't as resilient as you'd like to be, you can develop skills to become more resilient by taking part in our challenge.

## Our challenge is simple...

- We have given you daily resilience habits to follow each day.
- Each day, you collect one 'resilience point' for each habit you follow that day.
- The challenge is to reach the maximum of 196 points at the end of the 4-weeks

## Participant information

- Read the Information Pack thoroughly
- Download your Personal Training Plan

# WHAT YOU SHOULD AIM TO DO EACH DAY?

- 1 Write to do-lists before you go home each evening to clear your mind
- 2 Have a lunch break where you eat slowly, sit down, don't work and savor your food.
- 3 Spend at least 10 minutes each day doing nothing. Just sit in silence. Become aware of your thoughts. Focus on your breathing. Notice the world around you. Become comfortable with the silence and stillness.
- 4 Say thank you at least once each day. Notice (and appreciate) the little, positive things. Gratitude is known to boost health and well-being — and those who are thankful may enjoy better physical health and mood than those who focus on hassles and complaints.
- 5 Sleep for 6 to 8 hours without disturbance
- 6 Accumulate at least 30 minutes of moderate intensity activity. Everything counts (e.g. brisk walking, fast housework, active gardening, jogging, bicycling) so long you do it for at least 10 minutes and that you feel warmer and breath faster. For example, a 10 minute walks to and from the station each work day and 10 minutes walk at lunch would all count as activity minutes. You can include sport, swimming, rowing, and dog walking.
- 7 Practice healthy coping skills daily (massage, yoga,relaxation, Pilates, book reading or other calming activities)



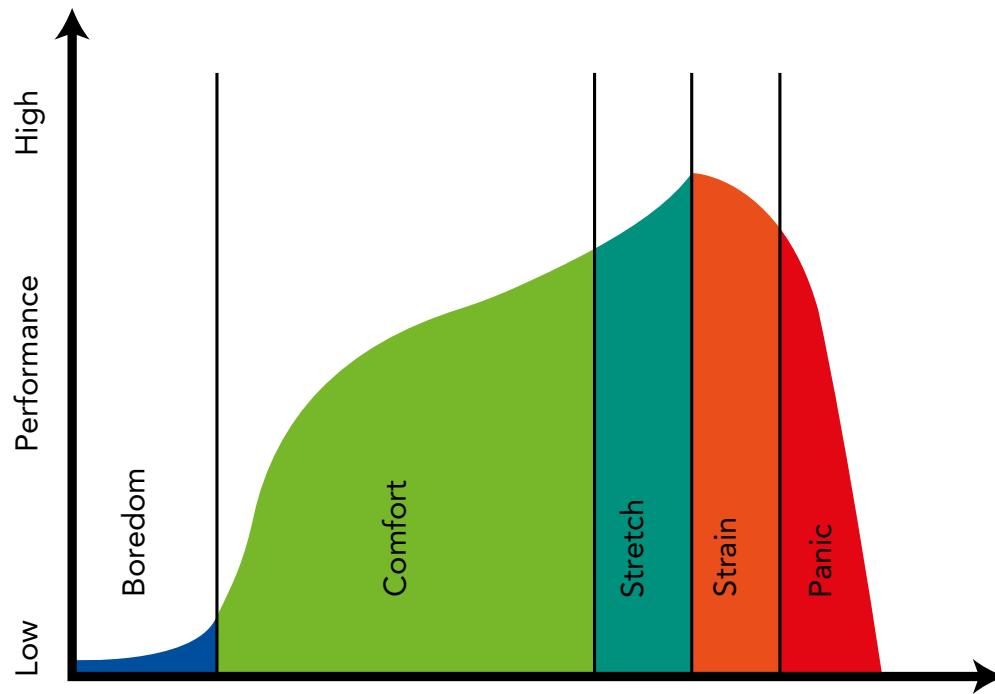


# A RESILIENT PERSON

- Demonstrates confidence, adaptability and flexibility, even in a fast-paced, pressured and culturally diverse environment - psychological well-being
- Displays energy and stamina in meeting challenging goals - physical well-being
- Draws on all areas of life to maintain a healthy and balanced perspective and manages their energy



# IDENTIFY WHERE YOU ARE EACH DAY



ENSURE YOU SPEND TIME IN THE STRETCH AND COMFORT ZONES

IDENTIFY YOUR SOURCE OF PRESSURE

- 1 Write a list of your main sources of pressure
- 2 Identify what you can control
- 3 Plan to reduce these sources if possible

REVIEW YOUR COPING SKILLS

- 1 How do you manage pressure
- 2 Identify what you can do better e.g. take time out to relax

# RECUUPERATION

## RELAXATION EXERCISES QUICK RELAXATION 1

- Stop
- Sigh
- Drop your shoulders
- Take two or three deeper, slower breaths out
- Carry on more calmly and, if possible, a little more slowly
- Think “I am breathing in peace and blowing away tension”

## RELAXATION EXERCISES QUICK RELAXATION 2

- Stop
- Relax shoulders and keep mouth closed. Breathe in deeply, pushing your stomach out as you do so, and slowly count to eight
- Hold breath for the count of four
- Breathe out slowly to the count of eight
- Repeat the cycle five times

## RELAXATION EXERCISES CALMING BREATHING

- Position yourself in a quiet environment at home or work.
- Make sure the air temperature is just right.
- Sit comfortably in a chair or relaxed position
- Drop your shoulders naturally, so that your lungs can fully expand.
- Gently lift your head and fix your eyes straight ahead of you; don't strain.
- Take 5 slow steady breaths.
- Begin 'Calming Breathing' by breathing in easily and gently to the count of 3, breathing out to the same count
- This breathing should not be noticeable to others, only your calmness should be visible.
- Try to recognise signs of stress and identify situations that are stressful. The earlier that you use calming breathing the more effective it will be.



# TAKE CONTROL OF TIME

## MANAGE YOUR TIME– TRY THIS:

How many hours are in a week? 168

How many hours per week do you sleep? \_\_\_\_\_

How many hours per week do you spend eating? \_\_\_\_\_

How many hours per week do you work? \_\_\_\_\_

How many hours per week do you spend travelling? \_\_\_\_\_

How many hours per week do you spend doing chores/family taxi duties etc? \_\_\_\_\_

Now add up all the hours you spend doing weekly tasks. \_\_\_\_\_

Subtract the answer for question 7 from the answer from question 1  
\_\_\_\_\_

**The answer you have left is how much time you have for you in an average week.**

## MANAGE YOUR TIME BETTER.

- Prioritise primarily by importance.
- Spend as much time as you can on things that are important but not urgent, as this will minimize the occurrence of things that are both urgent and important.
- Be careful not to be deceived by urgent things that would have you believe they are important.
- The key here is to be absolutely clear on your personal values and those of your organization, so that you can prioritise effectively

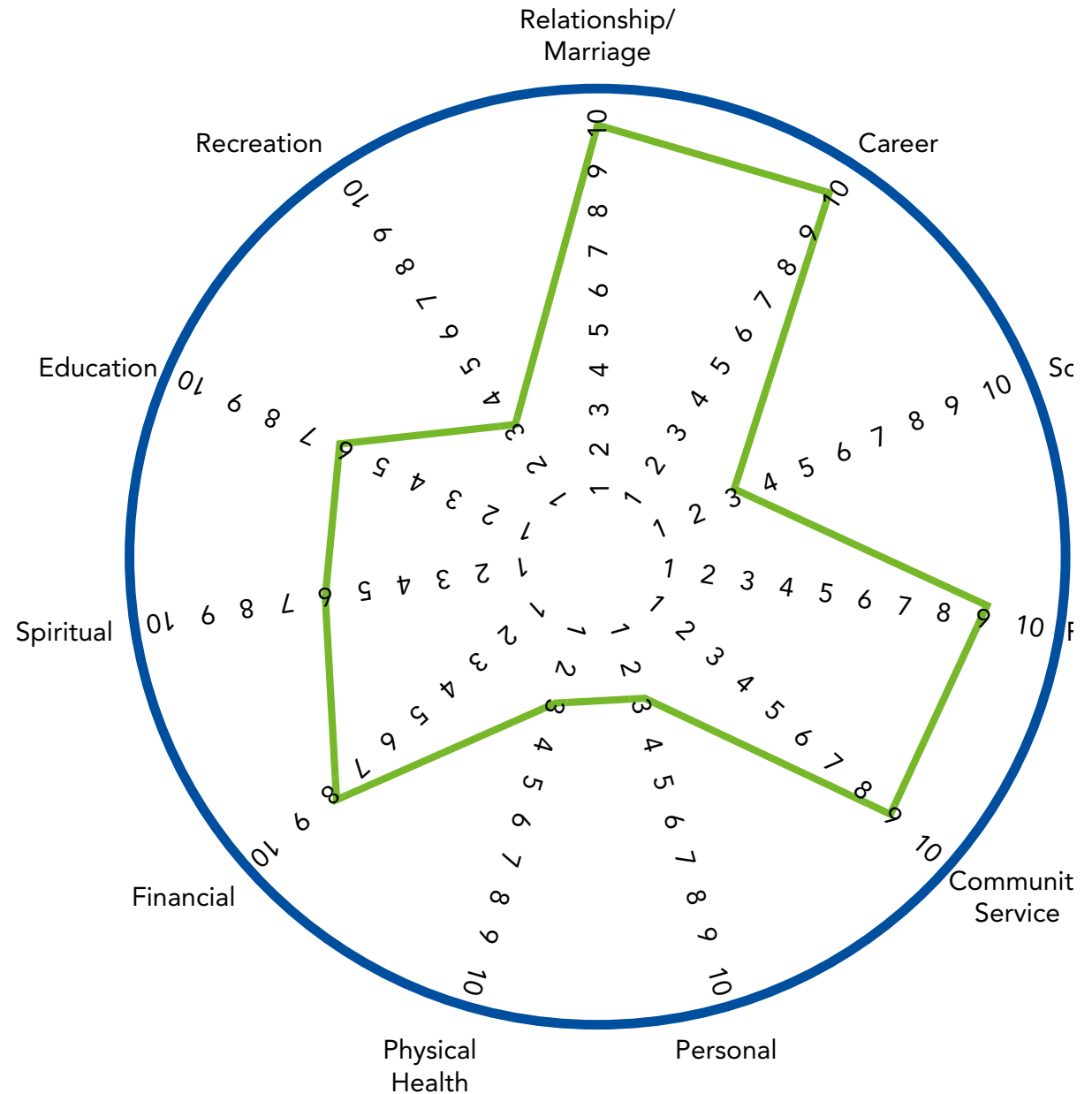




# TAKE A LOOK AT THIS BALANCE WHEEL:

- For each life area give yourself a score out of 10 for your current level of satisfaction with the amount of time and energy you are spending in that area at the moment. It might be too much or it might be too little!
- 1 reflects a low level of satisfaction with the amount of time and energy you are spending
- 10 a high level of satisfaction with the amount of time and energy you are spending`

For those areas you need to work on, to set yourself some goals to improve your satisfaction levels



# MANAGE WORK LIFE BALANCE

- Look for activities that eat up your energy and deliver little value - schedule less time for such activities, or eliminate them completely if you can.
- Sit down with the family and get everyone to evaluate how they can support you and work together to help you maintain a good work life balance.
- Clear your desk of clutter nightly; file your papers daily.
- Write your to do list before leaving the office to clear your mind

## THROUGHOUT THE WEEK

- Use the evenings, weekends and commuting time to unwind
- If you have flexi time, use it tactically

## DURING THE YEAR

- Make sure you use your full holiday entitlement
- Plan your use of your holiday entitlement so you always have a couple of days spare; use these spare days in half day blocks; or for long weekends to give yourself a break after particularly intense or stressful times at work.



# AVOID COMMON EXCUSES

“I’d love to spend more time with the family, but...”;

or

“Everyone else stays late, so I do”;

“I’m just doing this for the family’s benefit”;

“I feel guilty about taking a lunch break”.

**Do any of these phrases sound familiar to you?**

You always have a choice, it might not be your preferred choice, but none the less they are still choices, for you to make, about what’s best for you.



GOOD LUCK ON  
THE CHALLENGE

