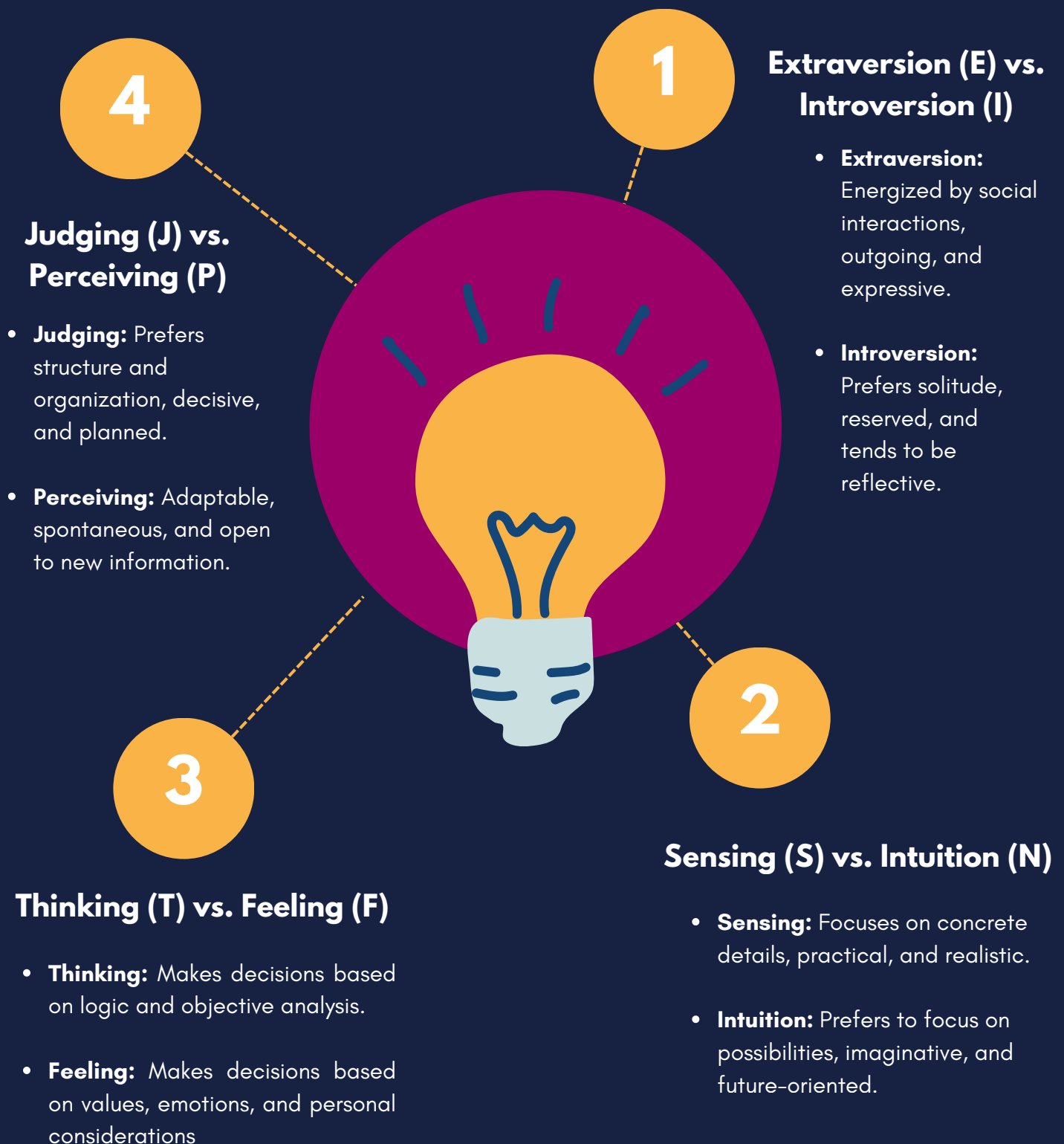





PERSONALITY TYPES

THE MYERS-BRIGGS TYPE INDICATOR

A tool for self-reflection and understanding interpersonal dynamics



Stress vs. Burnout



	Acute, short-term	•		Accumulate, chronic
	Over-engagement	•		Dis-engagement
	Reactive or Over-reactive emotions	•		Blunted or distant emotions
	Low and diminishing energy	•		No energy, no motivation
	Feeling of urgency and hyperactivity	•		Feeling of helplessness
	Physically tolling	•		Emotionally tolling
	Can lead to anxiety	•		Can lead to depression



Burnout is the accumulation of unchecked stress over a long period. You can have stress without burnout, but you can't have burnout without stress. However, while job burnout can be excruciatingly stressful, it should be noted that it is not a medical diagnosis. (Mayo, 2020)

How much should I exercise?

Global estimates show that 1 in 3 adults and 81% of adolescents do not do enough physical activity. Are you one of them? Start by limiting sedentary time.

GET MOVING!

150

minutes
per week

**PREGNANT &
POSTPARTUM WOMEN**



150-300

minutes
per week

**ADULTS &
OLDER ADULTS**



60

minutes
per day

**CHILDREN &
ADOLESCENTS**



at least 2 days
a week

ADULTS



at least 3 days
a week

OLDER ADULTS



300 plus

minutes
per week

EVERYONE WHO CAN



SEATED LEG LIFTS

- Sit upright in your chair.
- Extend one leg out straight and hold for a few seconds.
- Lower it back down without letting it touch the floor.
- Repeat with the other leg.
- Perform 10-15 repetitions per leg

1

CHAIR DIPS

- Sit on the edge of your chair with your hands gripping the edge.
- Slide your bottom off the chair and lower your body by bending your elbows.
- Push yourself back up to the starting position.
- Perform 10-12 repetitions

2

SEATED MARCH

- Sit tall in your chair.
- Lift one knee as high as you can, then lower it and lift the other knee.
- Alternate between legs, mimicking a marching motion.
- Continue for 1-2 minutes.

3

SIMPLE OFFICE

WORKOUTS

4

CALF RAISES

- Stand behind your chair and hold onto the back for support.
- Lift your heels off the ground and rise onto your toes.
- Hold for a few seconds, then lower back down.
- Perform 15-20 repetitions.

5

WALL PUSH-UPS

- Stand a few feet away from a wall and place your hands on the wall at shoulder height.
- Bend your elbows and lean your body toward the wall.
- Push back to the starting position.
- Perform 10-15 repetitions.

6

SQUATS

- Stand with your feet shoulder-width apart.
- Lower your body as if sitting back into a chair, keeping your back straight and knees behind your toes.
- Return to standing position.
- Perform 10-15 repetitions.



NECK STRETCHES

- Sit or stand tall.
- Gently tilt your head to one side, bringing your ear toward your shoulder.
- Hold for 15-20 seconds and repeat on the other side.
- Perform 2-3 repetitions per side.

7

SEATED SPINAL TWIST

- Sit tall in your chair with your feet flat on the floor.
- Place your right hand on the back of your chair and your left hand on your right thigh.
- Gently twist your upper body to the right, looking over your shoulder.
- Hold for 15-20 seconds and repeat on the other side.
- Perform 2-3 repetitions per side.

8

SHOULDER ROLLS

- Sit or stand tall.
- Roll your shoulders forward in a circular motion for 10 repetitions.
- Reverse the direction and roll your shoulders backward for 10 repetitions.

9

SIMPLE OFFICE

WORKOUTS

10

SEATED CAT-COW STRETCH

- Sit on the edge of your chair with your feet flat on the floor.
- Place your hands on your knees.
- Inhale as you arch your back and look up (cow position).
- Exhale as you round your back and tuck your chin to your chest (cat position).
- Repeat for 1-2 minutes.

11

SEATED FORWARD BEND

- Sit on the edge of your chair with your feet flat on the floor and your knees hip-width apart.
- Inhale deeply, then slowly exhale as you hinge at your hips, reaching your hands toward the floor or resting them on your legs.
- Allow your head and neck to relax, letting your chest move closer to your thighs.
- Hold the stretch for 15-30 seconds. Slowly return to an upright position.
- Repeat 2-3 times.

Managing stress through good nutrition

The 4 NO's of foods at the workplace

Making healthier food choices helps keep your body and mind balanced, allowing you to handle workplace challenges more effectively. Unfortunately there's a ton of those, but here are the four types of food which you need to pay attention to starting today!



1 High-Sugar Foods

There's literally a sugar pandemic out there. And we know it is hard to resist, but here's what you need to consider. Eating sugary snacks causes a quick spike in blood sugar levels, followed by a rapid drop. This rollercoaster effect can lead to mood swings, irritability, and increased stress levels.

2 Processed Foods

Foods like chips and fast food are often high in unhealthy fats and refined carbs, which can cause inflammation in the body. Inflammation can disrupt your mood and make you feel more stressed.

3 Caffeine

Found in coffee and energy drinks, caffeine can increase your heart rate and stimulate your nervous system. This can lead to jitteriness and anxiety, making you feel more stressed.

4 Alcohol

Drinking alcohol may seem relaxing at first, but it can disrupt your sleep and affect your mood. Over time, it can increase your stress levels and make it harder to cope with challenges.



work-life balance

benefits

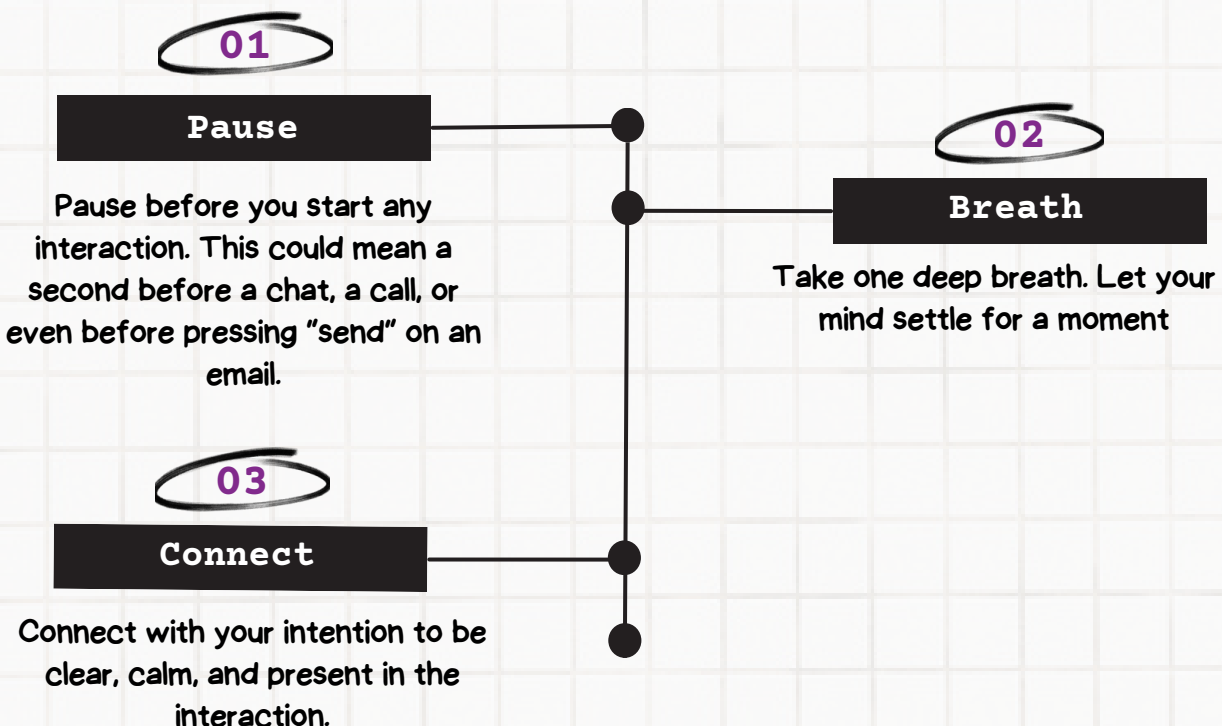
- ☒ Improved mental health.
- ☒ Enhanced physical health.
- ☒ Increased productivity and focus.
- ☒ Strengthened relationships.
- ☒ Reduced burnout and stress.
- ☒ Increased job satisfaction.
- ☒ Better time management.
- ☒ Enhanced creativity and innovation.
- ☒ Positive organizational culture.
- ☒ Personal fulfillment.
- ☒ Prevention of burnout.

practice

PAUSE AND CONNECT



This “Pause and Connect” exercise is a mini-mindfulness practice that’s useful for **any** work interaction, whether it’s a chat, email, or meeting. The idea is to pause for a moment, take a breath, and connect to your intention to communicate thoughtfully.

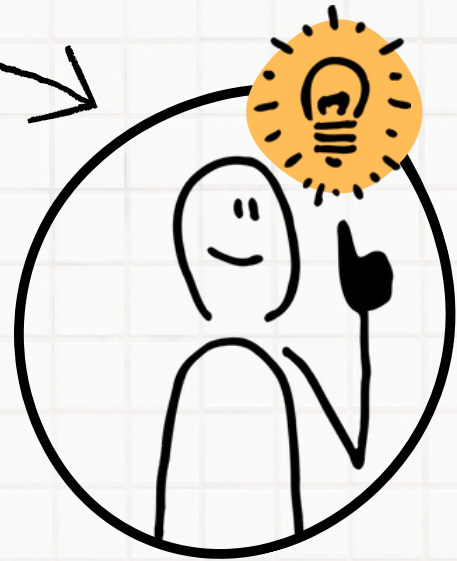


Tip: When you’re about to handle a challenging conversation—say, a negotiation or feedback session—take a second to pause, breathe, and set your intention to handle it calmly. This “buffer” can help you stay steady, even if the conversation gets tough.



practice

AWARENESS CHECK-IN



This “check-in” is a quick way to give your mind a breather. Try it at the **start** or **end** of your workday, or even when stress levels peak—like right before a tough call or meeting.

01

Sit and Settle

Sit comfortably and take a deep breath

02

Notice the Now

Notice what’s around you—the sounds, the temperature, even the weight of your body in the chair.

03

Scan and Spot

Check in with yourself like a friendly “How’s it going?” Notice any stress or tension you’re holding. Don’t try to change it—just notice it.

04

Breathe and Be

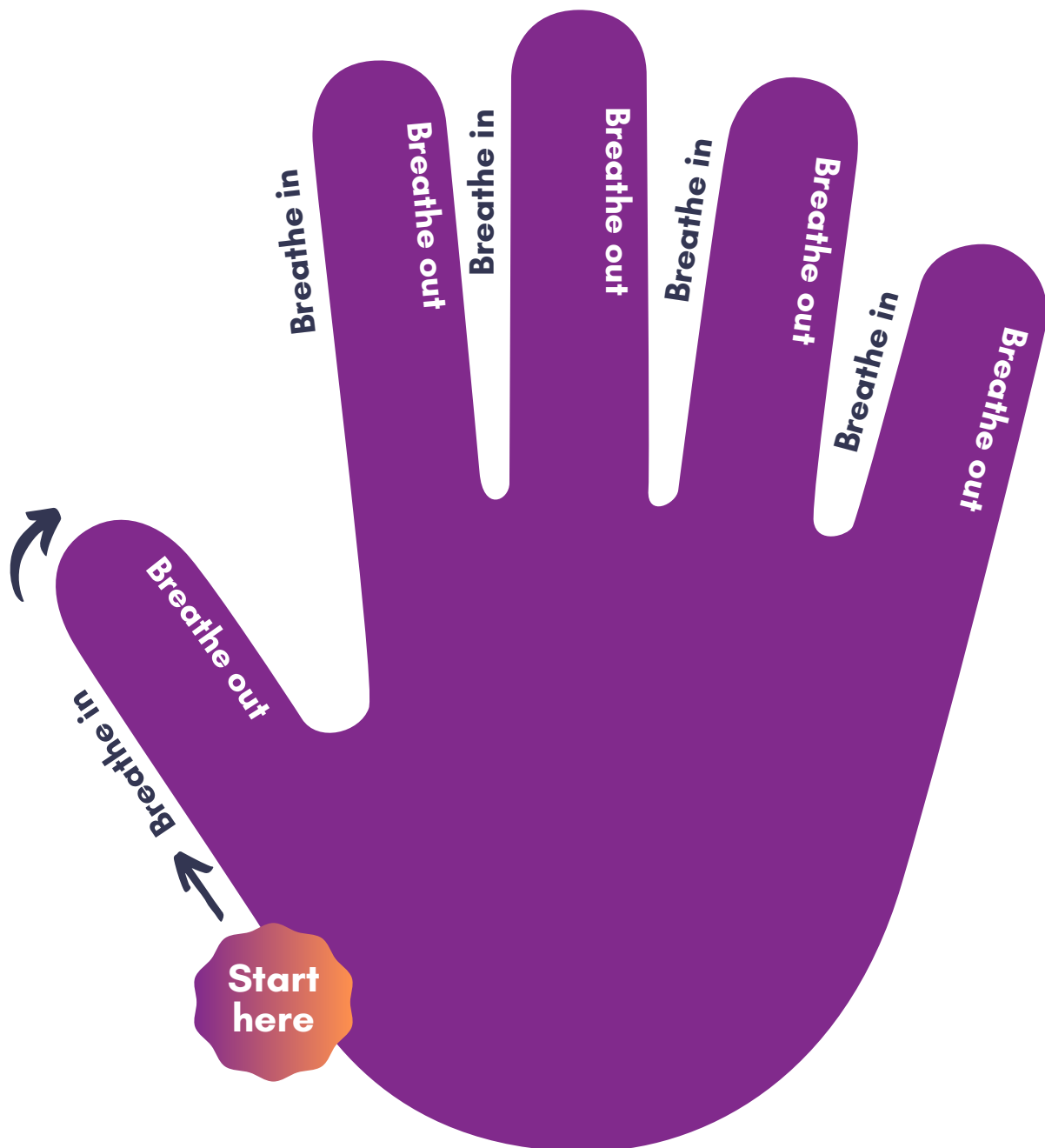
Take a few slow breaths, and allow yourself to just be there.



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CALM YOURSELF WITH A **5 FINGER BREATHING** BRAIN BREAK



Slowly trace the outside of the hand with the index finger, breathing in when you trace up a finger and breathing out when you trace down. You can also do this breathing exercise using your own hand.

1-MINUTE MEDITATION





The 2-Minute Music Reset

1



Pick a Single Go-To Song

Choose one song (2–4 minutes) that you find calming, energizing, or uplifting. Keep it readily accessible on your phone, computer, or streaming app. Example genres: instrumental, acoustic, lo-fi beats, or your favorite relaxing tune.

2



Pause and Press Play

Take a brief pause from work, even at your desk. Put on headphones (if needed) to reduce distractions.

3



Engage in Micro-Mindfulness

While the song plays, take three deep breaths: Inhale for 4 seconds, hold for 4 seconds, and exhale for 6 seconds. Focus on one aspect of the music (e.g., melody, rhythm, or lyrics) and let it guide your attention.

4



Do One Mini-Relaxation Task

Combine the music with a mini exercise:

- 🎵 Roll your shoulders.
- 🎵 Stretch your neck.
- 🎵 Close your eyes for a second.
- 🎵 Clench and release your fists.

5



Reset and Return

When the song ends, take one more deep breath. Mentally say:

"I'm refreshed and ready to continue".



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Empathetic Listening: A Stress-Relief Superpower

ENHANCED UNDERSTANDING

Empathetic listening enables you to truly comprehend the concerns and challenges faced by your colleagues. Tuning into their emotions and perspectives will allow you to gain a deeper understanding of their experiences, which can help alleviate misunderstandings and conflicts that often contribute to workplace stress.

IMPROVED COMMUNICATION

Empathetic listening promotes open and honest communication in the workplace and facilitates the resolution of issues before they even escalate. When employees feel comfortable expressing their thoughts and emotions without fear of judgment, it creates a culture of transparency and collaboration.

INCREASED TRUST AND SUPPORT

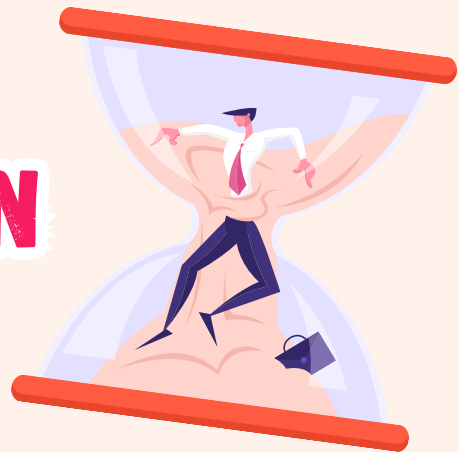
When you listen empathetically, you signal to your colleagues that their feelings and opinions matter. This fosters a sense of trust and support within the team, as individuals feel validated and respected. With trust as a foundation, employees are more likely to reach out for help when needed, reducing the burden of stress on individual shoulders.



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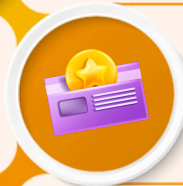
COUNTERACTING PROCRASTINATION



Break large or tasks
into smaller,
achievable tasks.



Reward yourself for
tasks that you
complete.



Make yourself
accountable to someone
else.



Rephrase your inner
dialogue from “I need
to” to “I choose to”.



Minimize distractions.



Tackle unpleasant
tasks first if it helps.



Or tackle the easy
pieces first if it helps
you build momentum.



Identify your peak
times for work.



Set a timer.



Focus on starting, not
finishing.





6 mistakes in practicing Active listening



INTENTION

Not listening with the intention of understanding. Predisposition is a fundamental part of active listening.



ANTICIPATION

Think of a response before letting the person finish expressing their message.



DISTRACTION

Full attention during communication is key in active listening. There can be no room for distraction

INTERRUPTION



Active listening requires patience and respect. Interrupting the conversation partner can stop the flow of communication and prevent the message from being transmitted.

JUDGING



Full attention is important during active listening, as is the ability not to judge the conversation partner. When combined, these two rules will allow the message to be understood correctly.

EMPHATHY



Putting yourself in the other's shoes allows for emotional participation and, therefore, a more accurate understanding of the message that is being transmitted.



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Rational vs Irrational thoughts: Patterns



OBJECTIVITY CRITERION

- **Rational Thoughts (RT).** They are rational, consistent with reality and can be supported by evidence.
- **Irrational Thoughts (IR).** They are not objective; they are not detached from reality and they do not support evidence.

1

2

CRITERION OF INTENSITY OR DURATION OF EMOTIONS.

- **RT.** They produce moderate emotions. They allow pleasant or unpleasant feelings, weak or strong, but under control.
- **IT.** They produce emotions of very high intensity or very long duration, creating disturbance and lack of control.



UTILITY CRITERION

3

- **RT.** They help you achieve your goals, be happier, eliminate personal conflicts... they allow you to live better.
- **IT.** They go against your goals, create personal problems, cut off your growth, boycott and block your life, produce unhappiness.



FORMAL CRITERION (OF LANGUAGE)

5

4

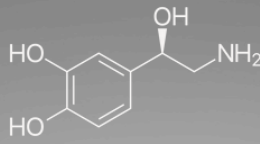
- **RT.** They are expressed in the language of desires, preferences, and probabilities.
- **IT.** They are expressed in language of demands, requirements, needs, orders, obligations, etc. a type of dominant absolutist language, dichotomous (or yes or no), and catastrophic (never, always, everything, ever, horrible, terrible, I can't stand, I can't tolerate, etc



TO IDENTIFY IRRATIONAL BELIEFS AND/OR THOUGHTS, LOOK FOR:

- Dogmatic demands or perfectionism. Impositions, absolutisms, duties, etc.
- Dramatics or catastrophism. It's horrible, terrible, etc.
- Low tolerance for frustration. I can not stand, etc.
- Judge and condemn oneself or others. I'm bad, useless...
- Negative anticipation.

MIND YOUR



1

When it's Released

Cortisol is often referred to as the "stress hormone" because it's released in response to stress, but it's also involved in various daily activities.

Cortisol

2

Triggers

Stressful situations, low blood sugar, the body's natural circadian rhythm (peaks in the morning).

3

Functions

Increases glucose in the bloodstream, enhances brain's use of glucose, and curbs non-essential functions in a fight-or-flight situation.

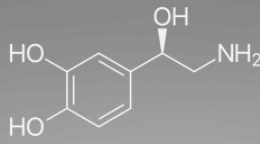


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$$\sum \tau = \frac{dL}{dt}$$

MIND YOUR



1

When it's Released

Adrenaline is released during the "fight-or-flight" response to immediate physical or mental stress.

Adrenaline

2

Triggers

Sudden stress, danger, excitement, physical exertion.

3

Functions

Increases heart rate, elevates blood pressure, boosts energy supplies, dilates airways.

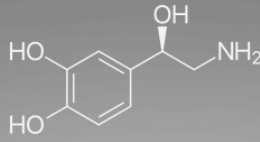


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$$\sum \tau = \frac{dL}{dt}$$

MIND YOUR



1

When it's Released

Noradrenaline also plays a role in the body's "fight-or-flight" response, similar to adrenaline, but it also helps maintain regular bodily functions.

Noradrenaline

2

Triggers

Stress, low blood pressure, physical activity.

3

Functions

Increases heart rate, triggers the release of glucose from energy stores, increases blood flow to muscles.

$$\sum \tau = \frac{dL}{dt}$$



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