

PROFESSIONAL DEVELOPMENT

MANAGING STRESS FOR SUCCESS

Strategies to Help You Better
Prepare for and Respond to Stress



INTRODUCTION



Between unprecedented economic storms and the overwhelming amount of pressure that business professionals may feel every day, it's easy to imagine that stress in our lives can lead to disengagement from work, clients or families, burnout or depression.

We will never remove stress, but we can change how we manage it. With practice, you can learn to use stress as an opportunity for growth. With this program, we will provide you with actionable tools to identify the sources of stress, our reactions to it and ways to manage it more productively.

A Program Brought to You by Knowledge Labs®

Knowledge Labs provides timely insight and perspective, programs designed to hone your skills and a team of accessible experts committed to helping you exceed expectations - in business and in life.



“THE ULTIMATE MEASURE OF A PERSON IS NOT WHERE HE OR SHE STANDS IN MOMENTS OF COMFORT AND CONVENIENCE, BUT WHERE HE OR SHE STANDS AT TIMES OF CHALLENGE AND CONTROVERSY.”

MARTIN LUTHER KING, JR.

OUR PARTNERSHIPS

Janus Henderson Investors partnered with the Financial Planning Association and Investopedia to understand the drivers and impact of negative stress on financial professionals and investors, both professionally and personally.

Heidi Hanna

This program was developed in partnership with Heidi Hanna, a New York Times bestselling author of several books, including “The Sharp Solution,” “Stressaholic” and “Recharge.” Heidi is the “Chief Energy Officer” of Synergy Brain Fitness, the Founding Partner of the Academy for Brain Health and Performance and a Fellow and Advisory Board Member for the American Institute of Stress. Heidi is a performance coach, keynote speaker and nutritionist specializing in applying the science of personal energy management, health and wellness to improving business performance.

UNDERSTAND STRESS

Stress is often misunderstood and lacks a clear definition. In this section, we will explore how you currently define stress, how that definition is impacting your stress relationship, and what stress really is.

How would you describe stress?

Capture a few words that you would use to describe stress.

1. _____
2. _____
3. _____

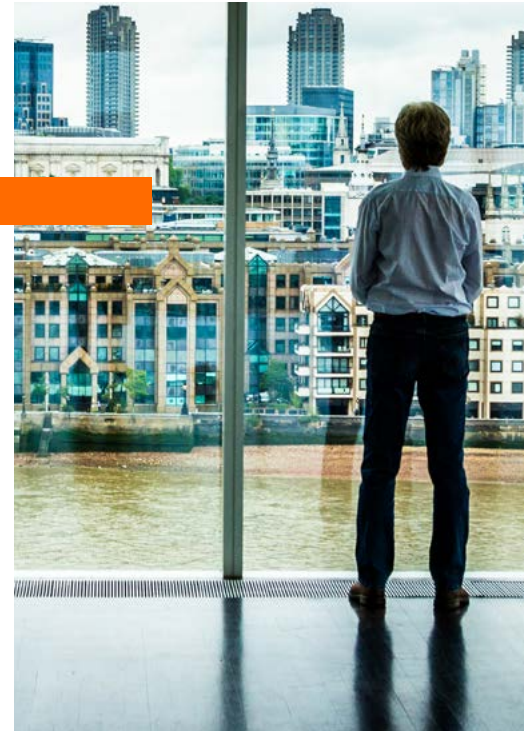
Stress Reactions

Fight or Flight

Faster
SAM pathway
Increased adrenaline
Increased heart rate
Increased blood pressure
Improved immune function
Improved short-term memory
Improved focus and attention
Hyper-sensitization

Freeze or Faint

Slower
HPA axis
Increased Cortisol
Increased cardiovascular stress
Glucose stored as fat
Decreased immune function
Decreased memory
Decreased focus and attention
Desensitized to stressor



“ Our greatest weapon against stress is our ability to choose one thought over another.”
William James

WHAT STRESS ACTUALLY IS...

1. Based on our personal relationship with circumstances in our lives.
2. When demand exceeds capacity.
3. Energy potential to be used in positive or negative ways.

“ Stress is caused
by being here and
wanting to be there.”
Eckhart Tolle

SUMMARY:

- ▶ Stress is costly. Stress is the cause of between 75% and 90% of medical visits and carries a price tag of over \$300 billion annually¹.
- ▶ Stress is a capacity issue-we need stress for growth but must recover and find ways to identify our limits for energy out.
- ▶ There are two main types of stress. Acute stress is often referred to as “fight or flight” and is short-term stress that goes away quickly. Chronic stress lasts for a longer period of time and often leads to more long-term health issues.
- ▶ To manage our stress more effectively, we must manage our responses to it. We can’t eliminate the stressors that arise in our lives, but we can change how we choose to respond.

¹Source: American Institute of Stress



STRESS LOAD AUDIT

Your stress load is the cumulative effect of both external and internal stress (lifestyle, occupation, attitude and nutrition) on the human operating system. When our body is out of balance, systematic stress can arise as a symptom of internal malfunctions.

What is your perceived stress load?

These questions ask you about your feelings and thoughts during the last month. Answer each question fairly quickly with the response that you most associate with for each statement.

Next to each statement, mark the most appropriate response for you:

Never = 0 | Almost never = 1 | Sometimes = 2 | Fairly often = 3 | Very often = 4



“ No gesture is too small when done with gratitude.”
Oprah Winfrey

- | | | |
|---|--|--|
| <input type="checkbox"/> In the last month, how often have you been upset because of something that happened unexpectedly? | <input type="checkbox"/> In the last month, how often have you felt insecure about your ability to handle your personal problems? | <input type="checkbox"/> In the last month, how often have you been angered because of things that happened that were outside of your control? |
| <input type="checkbox"/> In the last month, how often have you felt that you were unable to control the important things in your life? | <input type="checkbox"/> In the last month, how often have you felt that things were not going your way? | <input type="checkbox"/> In the last month, how often have you found yourself thinking about things that you must accomplish? |
| <input type="checkbox"/> In the last month, how often have you felt nervous and stressed? | <input type="checkbox"/> In the last month, how often have you found that you could not cope with all the things that you had to do? | <input type="checkbox"/> In the last month, how often have you been unable to control the way you spend your time? |
| <input type="checkbox"/> In the last month, how often have you dealt unsuccessfully with irritating life hassles? | <input type="checkbox"/> In the last month, how often have you been unable to control irritations in your life? | <input type="checkbox"/> In the last month, how often have you felt difficulties were piling up so high that you could not overcome them? |
| <input type="checkbox"/> In the last month, how often have you felt that you were ineffectively coping with important changes occurring in your life? | <input type="checkbox"/> In the last month, how often have you felt that you were not on top of things? | |

TOTAL

Add up your total score and review the results to the right to help gauge your current level of stress.

0-14 Zen Master

Life may throw you curveballs, but you know how to handle them. You are doing a fantastic job of keeping stress-related symptoms to a minimum, which helps you have good health, happiness, positive relationships and enhanced job performance.

15-28 Mildly Stressed

While you may feel like you're managing your stress fairly well, you may also be experiencing some symptoms of a mild stress imbalance. The good news is that you haven't yet let things get out of control. Tune in to what is happening within your body when stressful moments arise so that you can develop healthy responses to manage your stress load.

29-42 Overwhelmed

You are probably aware that stress is affecting your energy, but you might not realize how much. Consequences of unmanaged stress can negatively impact your health, happiness, relationships and job performance. Determine which energy management techniques will work best for you and start applying them to bring your stress level back into balance. Keep in mind that it may take 30-60 days for a new ritual to become a habit so make it a priority.

43-56 Reaching Burned Out

You are showing signs of a potentially serious stress imbalance. Prolonged stress has negative physical, emotional, mental and behavioral consequences. Left unmanaged these consequences may have a crippling effect. Now is a critical time to implement new strategies of recovery to keep you from extreme burnout.



APPRECIATE STRESS

In this section, we will home in on your stress formula and find out where in the cycle you can constructively disrupt your reactions.

How does stress show up for you?

Let's look at how stress shows up for you personally, in the moment. It may vary by circumstance, but often there are patterns that can be observed. When our brain or body gives us warning signs that hint to the fact we've got too much stress or not enough recovery to be sustainable, we should be paying attention to what is happening.

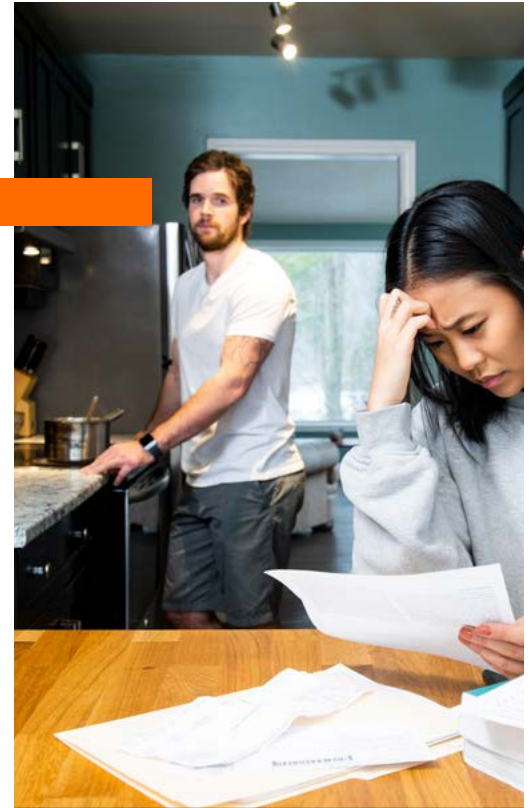
What are my stress triggers? (e.g., traffic, technology, family)

What are the warning signs that you've got too much stress? (e.g., headache, back tension, irritability, frustration, worry, panic)

What is the negative behavior that you have in response to your warning signs? (e.g., eat junk, move less, hold breath, snap at loved ones, watch more TV, etc.)

What happens to you when stress continues for too long? (e.g., fatigue, weight loss, weight gain, relationship problems, dehydration, etc.)

What has been the most helpful for you in the past to recharge or reset quickly?



“ All we have to decide is what to do with what time has given us.”
Gandalf

PERSPECTIVE

Triggers:

The circumstance. The facts.

Thoughts:

Our belief about the trigger.

Feelings:

The emotional response.

WHAT IS MY CURRENT STRESS FORMULA?

Pick one trigger that you'd like to work on changing and enter into the box below:

Current Stress Formula

Trigger

Thought

What do I think when this trigger occurs?

Feeling

How do I feel when I think this thought?

Example Current Stress Formula

Trigger

Traffic

Thought

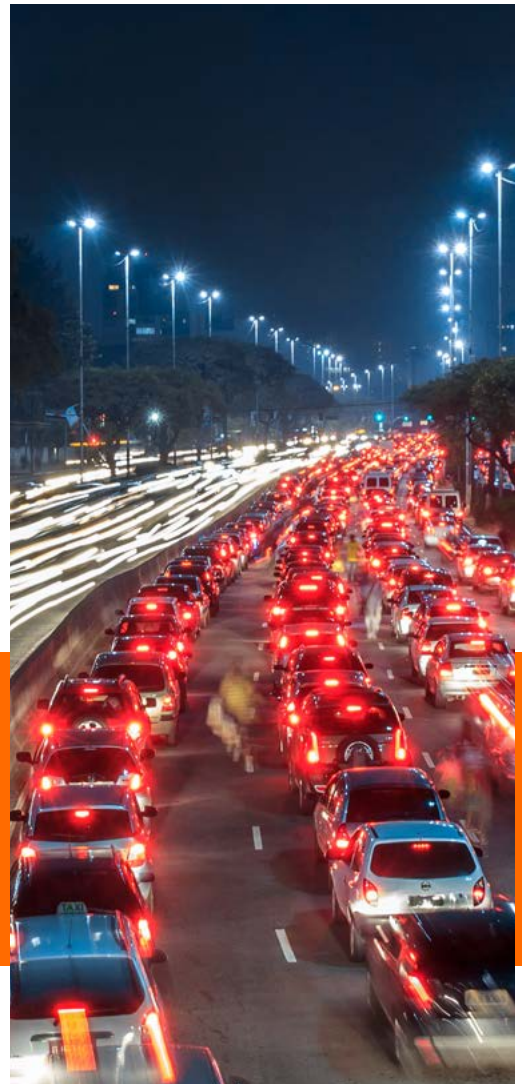
I'm late already and I'm going to miss the good stuff, won't get a seat, reservation will be given away, etc.

Feeling

Anger, sadness (I'm a poor planner, I always disappoint people, etc.)

SUMMARY:

- ▶ Triggers may result in different thought patterns for different people
- ▶ Stress is the result of our thoughts and feelings
- ▶ Changing how we think about these triggers will result in less stress



ADJUST YOUR STRESS

In this section, we will recalculate your reactions to stressors with habits to help you prepare, respond and achieve more effective outcomes.



“ You are running away,
but you can’t run away
from yourself.”
Bob Marley

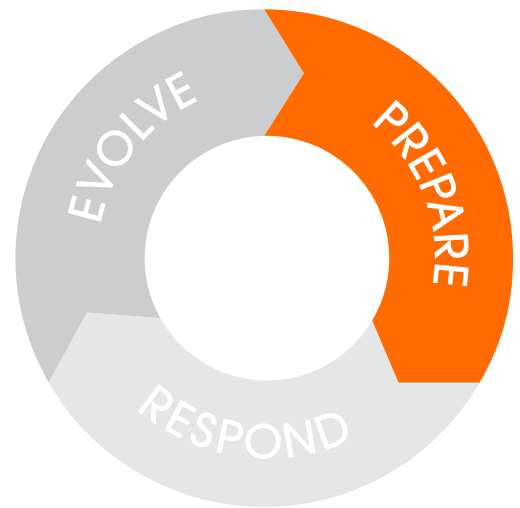
PREPARE

Techniques for getting ahead of our stress reactions:

Place a check mark next to the techniques that you would like to use to get ahead of your stress.

- ☐ **Thought Downloads:** This process will identify the negative thoughts that are running wild in our brains without supervision, causing us to experience stress without even being aware of where it is coming from. Take five minutes to write down one sentence after another about a general or specific problem you are facing. Do not edit your writing. Note the negative thoughts and actively decide what you'd like to think instead.
- ☐ **Mental Rehearsal or Visualization:** We worry about things because we feel like we're not fully prepared for them (even if we are). Mental Rehearsal is a way to convince yourself that you are prepared for any outcome. Start by identifying all the things that you fear happening in your anticipated outcome. Next, rehearse your desired behavioral performance, cognitive thinking patterns and internal states. Try visualizing everything with feeling and detail so that you can really connect with what you'd like to manifest.
- ☐ **Mindfulness Meditation:** A mental state achieved by completely focusing one's awareness on the present moment while calmly acknowledging and accepting one's feelings, thoughts and bodily sensations; used as a therapeutic technique. This could be as simple as focusing on the process of drinking a cup of tea, analyzing the flavor, the scent, noticing the warmth in your body as you sip the liquid, feeling the warmth on your hands, appreciating the weight of the cup and removing any other emotions from your mind.
- ☐ **Gratitude:** When we express and receive gratitude, our brains release dopamine and serotonin, the two key neurotransmitters responsible for our "feel good" emotions. Practicing gratitude also reduces the stress hormone cortisol. By practicing gratitude daily, we can rewire our brains to deal with present circumstances and develop resilience to emotional setbacks. Begin each morning by writing down three things for which you're grateful.

1. _____
2. _____
3. _____



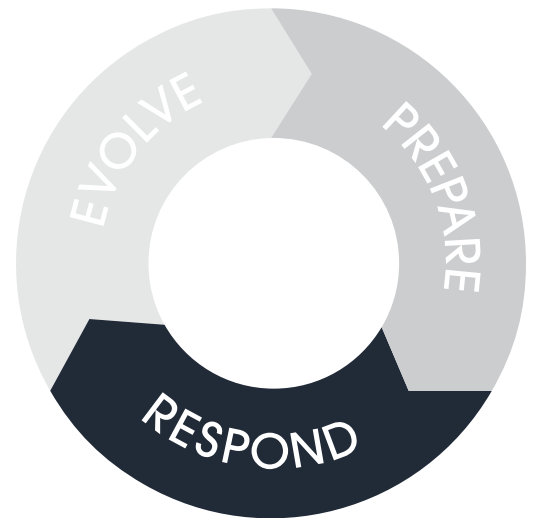
RESPOND

Responding to stress in the moment can be challenging because of our brain physiology. When we are faced with a fight or flight moment, our brain takes control of our autonomic functions like breathing, heart rate and hormone production. The result is that it can be very challenging, even impossible, to use our cognitive (conscious) thoughts to regain control. What we need to do in these circumstances is allow the body to slow down for the mind to catch up. Review the techniques below for managing the acute or immediate phase of our stress reactions.

Techniques for getting ahead of our stress reactions:

Place a check mark next to the techniques that you would like to use to respond to your stress.

- ☐ **Breathing:** This simple technique has been scientifically proven to calm the brain by activating the parasympathetic nervous system and reducing heart and respiratory rates. This is the first step in regaining the ability to use our cognitive brain. For a moment, close your eyes and focus on your breath. Try to breathe in for a count of five and then exhale for slightly longer – a count of six. Repeat 10 times.
- ☐ **Charm or Talisman:** Find something such as a picture, a video, a charm or a talisman that can act as a positive prompt or cue for a positive emotion like gratitude.
- ☐ **Mantra:** A mantra is a word, phrase, image or other prompt that you can repeat to yourself that will allow your brain to settle into its intention. To identify your mantra, think about how you might describe yourself when you are in your best state and come up with a word or phrase to describe it. (Sanskrit word mantra; man = mind + tra = to free from)
- ☐ **Move:** Take a break and move your body. Simply changing your location can disrupt the stress situation and provide enough physical relief to engage your cognitive focus.
- ☐ **Watching distracting videos:** There's a reason that Instagram can be so addictive – watching short, calming videos of things like people playing with sand (yes, that's a thing) or cutting soap (also a thing) or just waves on a beach or animations of balls bouncing can provide needed disruption between the autonomic response of fight or flight and your cognitive brain.
- ☐ **Engaging your five senses:** Smell, touch and taste are all ways to trigger a calming response. Use of essential oils, white-noise machines or certain tastes (sour, bitter, etc.) can also provide the distraction needed to regain control.
- ☐ **16-Second Reset Ritual:** Create a 16-second ritual for yourself that is meaningful and calming. This is another way to break the fight or flight response and get back on track. Try a combination of the breathing technique with a mantra of your choosing or the full-body scan (start at the top of your head and just focus on feeling the different zones of your body all the way to your toes).



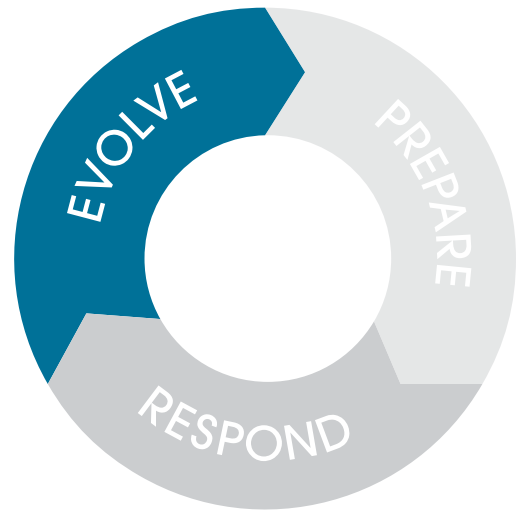
EVOLVE

One of the amazing things about humans is our capacity to learn. You've probably heard the saying "insanity is doing the same thing over and over but expecting a different result." To better respond to stress, we have to examine our experiences and use them to develop new habits for the future.

Techniques for learning from our stress reactions:

Place a check mark next to the techniques that you would like to use to learn from your stress.

- ☐ **Journal:** Journaling as a stress management and self-exploration tool works best when done consistently. Like a thought download, this practice allows you to capture your thoughts. It also allows you to reflect on more of the situational elements associated with past experiences and their results. By becoming an observer of your thoughts and behaviors over time, you can change patterns that haven't been serving you.
- ☐ **Storytelling:** Your current "old" story is a mindset that routes you to a pattern of behavior that prevents personal growth. Our past experiences, thoughts, feelings, actions and results create evidence for why the old story should be considered as truth. Once we chose to acknowledge that our old story is really an excuse and is no longer serving us, we can develop a "new" story that actively shifts our mindset to one of growth and challenge.
- ☐ **Stress Formula Recalculation:** Changing your relationship to stress requires that you believe in your capability to do something different from what you've done before. Use the Current Stress Formula activity to capture your current negative stress and actively change it to a recalculated formula that you can choose to believe instead.
- ☐ **Recharge Tool Kit:** Belief that we can create more capacity to meet the ever-growing demands on our lives becomes more possible when we've actively created a plan that helps us move between stress and recovery. Using knowledge that we've gained by being an observer of our thoughts and changing our story to one that serves us, we can create a set of daily habits that allow us to plug in, unplug and recharge. Develop a morning plug-in routine, an afternoon unplug routine, an evening wind-down routine and two to three recharge routines throughout the day to create an intentional plan to manage your stress.



“ It’s not the load that breaks you down, it’s the way you carry it.”

Lou Holtz

RECALCULATE YOUR STRESS FORMULA

In this section, we will help you rework your Current Negative Stress Formula into your desired Recalculated Formula so that you can take control of your thoughts and feelings.

1. Enter the trigger from your Current Negative Stress Formula Activity in the circumstance field below.
2. Complete the **Feeling field** by asking yourself, "What do I want to be feeling?"
3. Complete the **Thought field** by asking yourself, "What do I need to be thinking for me to feel that way?"

Recalculated Stress Formula

STEP 1

Trigger

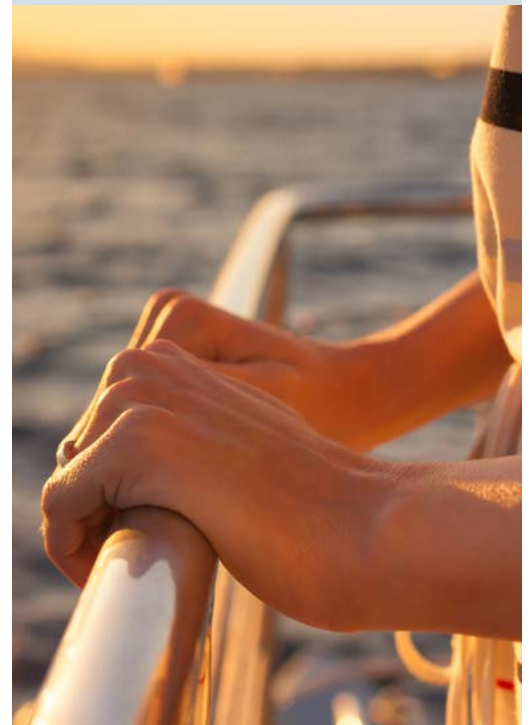
STEP 3

Thought

STEP 2

Feeling

“ Start with the end in mind.”
Stephen R. Covey



SUMMARY

The background of the slide is a composite image. The top half shows a deep blue night sky filled with numerous stars and a few faint nebulae. The bottom half shows a sunset or sunrise scene with a bright orange and yellow glow on the horizon, partially obscured by dark, silhouetted clouds. In the lower right foreground, the silhouette of a large telescope mounted on a tripod is visible, pointing towards the upper left.

- ▶ Commit to change
- ▶ Keep a stress journal for the next 24 days
- ▶ Identify the common circumstances that provoke negative stress results for you

“ I’m no longer accepting the things I cannot change... I’m changing the things I cannot accept.”

Angela Davis

PERSONAL EFFECTIVENESS WORKSHOPS

What's the impact of negative stress, personally and professionally?
This flexible, ongoing curriculum is designed to provide actionable tools and tips to manage stress to your advantage.

Energize for Purpose

Stay focused on what matters most with a personalized plan to replenish and sustain your energy for a life of purpose, engagement and peak performance.

Managing Stress for Success

Use stress as an opportunity for growth by employing actionable tools to identify the sources of stress, our reactions to it and ways to manage it more productively.

BrainWorks

What's wealth without health? Prevent, or at least postpone, the development of cognitive decline with developed training strategies for better brain health.

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