

## 5 Steps To Mental Wellbeing

Evidence suggests there are five steps we can all take to improve our mental wellbeing. If you approach them with an open mind and try them out, you can judge the results yourself.

**CONNECT** — connect with the people around you: your family, friends, colleagues and neighbors. Spend time developing these relationships.

**BE ACTIVE** — you don't have to go to the gym. Take a walk, go cycling or play a game of football. Find the activity that you enjoy and make it a part of your life

**KEEP LEARNING** — learning new skills can give you a sense of achievement and a new confidence. So why not sign up for that cooking course, start learning to play a musical instrument, or figure out how to fix your bike?

**GIVE TO OTHERS** – even the smallest act can count, whether it's a smile, a thank you or a kind word. Larger acts, such as volunteering at your local community centre, can improve your mental wellbeing and help you build new social networks.

**BE MINDFUL** — be more aware of the present moment, including your feelings and thoughts, your body and the world around you. Some people call this awareness "mindfulness", and it can positively change the way you feel about life and how you approach challenges.

## 7 Ways To Stop Yourself From Being A Slave to Your Emotions



Emotions have a lot to do with our interpretation of an event. Emotional reasoning takes place when we assume something is true because of the way we feel, when in reality, the truth could be very different. While there is nothing wrong with noticing and recognizing your emotions, they also take us away from objective and neutral interpretations of life and can take us off on a tangent clouded with feeling.

It can be difficult to learn how to control emotions and not let yourself be affected by others that are emotional around you. If you find that you react strongly to life with emotion, here are ways to be more rational and remove emotion before you take action:

### Think of your emotions as part of your "map" not as part of the "territory"

Our thoughts lead us to feeling emotions. When we think positive thoughts we tend to experience positive emotions and when we think negative thoughts, we tend to experience negative emotions. Remind yourself that your thinking is your interpretation of an event and that is it never a direct experience that takes place.

Our 'map' is the filter through which we look at the world. We all have different filters that have been shaped by our upbringings and what we have already learned about the world from our past life experiences. This means there will always be an element of emotional interpretation of the 'territory' (reality). Reminding ourselves that our thoughts and the ensuing emotions may not always be an accurate representation of what is really going on, it can make it easier to be less emotional.

#### Stop and think before acting

Stop and wait for the emotional part of your brain to subside before taking action. The emotional part of our brain is almost always stronger than the rational part. Stopping for your rational brain to kick in is the wisest thing to do when you are feeling emotionally overwhelmed. Not only with it give you time to gather your thoughts, waiting to act may keep you safe from saying or doing something you regret.

#### Know where your weaknesses lie

Are there specific people or situations that tend to get an emotional reaction from you? When we know where our weaknesses lie we can be more prepared and aware. Keep regular tabs on your emotional levels by rating the intensity of you emotions from 1-10.

When you reach 7 on the scale, use predetermined strategies to diffuse the emotional response. Some strategies you may want to employ include counting backwards from 100, deep breathing, or even removing yourself from the situation temporarily. So now all you need to know is — what are your personal triggers?

#### **Own your emotions**

Take responsibility for your actions. We cannot control others but we can always control how we choose to respond to others. When we blame others for our emotional reactions we give ourselves a message that we are unable to decide for ourselves. Take back your control by learning to manage your emotions responsibly. Although you have heard it before, putting yourself in the shoes of the other person can go a long way. Remember, the other person has another set of life experiences, beliefs, upbringing, and culture which may not be the same as your own.

#### Learn to practice emotional detachment

You are not your emotions. As mentioned before, thoughts lead to emotions. A great tactic is to try imagining thoughts as passengers on a bus. You are the driver on the bus and just as you put the key in the ignition, your passengers begin to tell you that you shouldn't drive the bus as you are a terrible driver, that you may get them all lost or have an accident...oh and by the way, you're looking really old and fat in that driver's uniform.

If you let the passenger rile you, they are in control and you aren't. Learn to see your thoughts as passengers on a bus – tune them out and focus on the job at hand – driving. In most situations emotional detachment involves taking action without allowing all the thoughts in your head to constantly distract and upset you. Just remember, your emotions are passengers on a bus that can't interfere with your job.



#### Take time out

We all have a resting state-of-tension. Over time, if we don't check in with ourselves or take a break, we can end up feeling quite tense and uptight for longer periods of time and the resting state-of-tension rises.. When we start to snap at others or burst into tears because we've run out of milk, it's a sign that our resting state of tension is higher than it should be and that we need to take time out. Take a walk, get a change of scenery or do something relaxing to reset the tension level in your body.

Be aware of positive energy coming in to your life – that is, things or people that make you feel good and positive and take not of the negative energy in your life – those people or things that drain you emotionally – do your best to limit these. Ultimately, try to keep a balance so that there is always more positive energy in your life than negative energy. Too much negative energy will lead to stress and overreacting emotionally.

#### **Understand your emotions**

Often, when we understand why we react to a situation in a certain way, it can help to lessen the impact of that situation on our senses. Being aware of the reasons behind your strong and intense emotions will help you to make sense of things and feel more in control. You may be triggered when a friend is late to a meeting or appointment because of past experiences which have nothing to do with your friend getting caught in traffic. Getting to the reasons behind your emotions will actually lead to a happier life.

We are emotional beings and emotions help us to feel alive and connected. Learn to embrace your emotions and to understand why they overrule you at times. When we take time out, relax, practice self-awareness and make sure we get enough positive feeling in our lives, we are on the right track to being in control of our emotions instead of the reverse.

# Relationships Can Help Our Wellbeing

Human beings are social animals, and our relationships with other people matter to us.

Several studies suggest that good relationships are associated with positive mental wellbeing. Strong relationships with family and friends can allow us to share our feelings and know that we are understood. They provide an opportunity to share positive experiences, and can give us emotional support, as well as the chance to support others.

Relationships help build a sense of belonging and self-worth. There's also evidence that wellbeing can be passed on through relationships, so that being around people with strong mental wellbeing can improve your own mental wellbeing.

# Build Relationships for Wellbeing



Taking time to strengthen and broaden relationships is good for your wellbeing, and good for the well being of the other people involved. Building relationships for wellbeing means:

- O Strengthening your relationships with people who are close to you, such as family and friends
- O Broadening your relationships in your community and the wider world

There are many ways to build stronger and closer relationships:

- Make time each day to spend with your family. This might include "family time" that is fixed each day, or time that you find around other commitments.
- Arrange a day out with friends you haven't seen for a while.
- Switch off the TV tonight and play a game with the children, or just talk.
- Speak to someone new today.
- Have lunch with a colleague.
- Visit a friend or family member who needs support or company.
- Volunteer at a local school, hospital or community group. This is also a
  way of giving your time.
- Friends of the Elderly needs volunteers to help out with its day centers, befriending services and activities in care homes, and to get involved in its Be a Friend campaign.

# Get active for mental wellbeing



Being active is great for your physical health and fitness. But evidence shows that it can also improve your mental wellbeing.

We think that the mind and body are separate. But what you do with your body can have a powerful effect on your mental wellbeing.

Mental wellbeing means feeling good – both about yourself and about the world around you. It means being able to get on with life in the way that you want.

Evidence shows that there is a link between being physically active and good mental wellbeing. That makes being active one of the five evidence-based steps we can all take to improve our mental wellbeing. Read more about the five steps for mental wellbeing.

Being active doesn't mean you need to spend hours in the gym, if that doesn't appeal to you. Find physical activities that you enjoy and think about how to fit more of them into your daily life.

# How physical activity can help your mental wellbeing

Scientists think that physical activity helps maintain and improve wellbeing in a number of ways.

Physical activity can help people with mild depression. Evidence shows that it can also help protect people against depression and anxiety.

Physical activity is thought to cause chemical changes in the brain, which can help to positively change our mood.

Some scientists think that being active can help improve wellbeing because it brings about a sense of greater self-esteem, self-control and the ability to rise to a challenge.

#### How you can get more active

If you want to get active, think about physical activity in the broadest sense. It can help to read the physical activity guidelines for adults. Find activities that you enjoy, then make them a part of your life.



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Reflections



Things that you need at work should always be arranged around you and your paperwork should be cleared daily and not be left in piles every day. This is to ensure that when you walk into the office the next morning, you start a brand new day and you will also look forward towards it rather than to have to clear up yesterday's mess.

I have met many managers who tell their secretaries not to touch the piles of paper on their table because they claimed that they know where everything is. However, they end up spending their time searching for things. Like the cook, we must have a spot for everything and we should not vary it. This is because it will help you to save time as you know that everything is in place and you do not have to look for it. Also try to make use of office gadgets that will save your time, for example, using the intercom to contact your secretary or colleague instead of walking to them or to keep your own personal puncher, instead of having to walk out to get one.

The best way to control paperwork is not to let it get on your desk. You should have your secretary screen your mail and organize how you will handle what finally gets to you. If possible, handle a piece of paper only once. If you are unable to complete the action required, do at least part of it or plan for it in your planning system. To save time, what you could do is to read your mail with a dictating machine or pad and pencil in hand. Answer as much of it as you can when you first pick it up.

Also, most people have problems with paperwork as they receive too many copies of documents. Do not ask for copies if you do not need them. To avoid amassing paper, store information on computer disks.

# Mindfulness for Mental Wellbeing

It can be easy to rush through life without stopping to notice much. Paying more attention to the present moment – to your own thoughts and feelings, and to the world around you – can improve your mental wellbeing.

Some people call this awareness 'mindfulness', and you can take steps to develop it in your own life. Good mental wellbeing means feeling good about life and yourself, and being able to get on with life in the way you want.

You may think about wellbeing in terms of what you have: your income, home or car, or your job. But evidence shows that what we do and the way we think have the biggest impact on wellbeing.

Becoming more aware of the present moment means noticing the sights, smells, sounds and tastes that you experience, as well as the thoughts and feelings that occur from one moment to the next.

Mindfulness, sometimes also called "present-centredness", can help us enjoy the world more and understand ourselves better. Being aware is one of the five evidence-based steps we can all take to improve our mental wellbeing.

## What is Mindfulness?

Mark Williams, professor of clinical psychology at the Oxford Mindfulness Centre, says that mindfulness means knowing directly what is going on inside and outside ourselves, moment by moment.

Professor Williams says that mindfulness can be an antidote to the "tunnel vision" that can develop in our daily lives, especially when we are busy, stressed or tired.

"It's easy to stop noticing the world around us. It's also easy to lose touch with the way our bodies are feeling and to end up living 'in our heads' – caught up in our thoughts without stopping to notice how those thoughts are driving our emotions and behaviour," he says.

"An important part of mindfulness is reconnecting with our bodies and the sensations they experience. This means waking up to the sights, sounds, smells and tastes of the present moment. That might be something as simple as the feel of a banister as we walk upstairs.

"Another important part of mindfulness is an awareness of our thoughts and feelings as they happen moment to moment.

"Awareness of this kind doesn't start by trying to change or fix anything. It's about allowing ourselves to see the present moment clearly. When we do that, it can positively change the way we see ourselves and our lives."

# How Mindfulness Can Help

Becoming more aware of the present moment can help us enjoy the world around us more and understand ourselves better.

"When we become more aware of the present moment, we begin to experience afresh many things in the world around us that we have been taking for granted," says Professor Williams.

"Mindfulness also allows us to become more aware of the stream of thoughts and feelings that we experience and to see how we can become entangled in that stream in ways that are not helpful.

"This lets us stand back from our thoughts and start to see their patterns. Gradually, we can train ourselves to notice when our thoughts are taking over and realize that thoughts are simply 'mental events' that do not have to control us.

"Most of us have issues that we find hard to let go and mindfulness can help us deal with them more productively. We can ask: 'Is trying to solve this by brooding about it helpful, or am I just getting caught up in my thoughts?'

"Awareness of this kind also helps us notice signs of stress or anxiety earlier and helps us deal with them better."

## How You Can Be Mindful

Reminding yourself to take notice of your thoughts, feelings, body sensations and the world around you is the first step to mindfulness.

"Even as we go about our daily lives, we can find new ways of waking up to the world around us," says Professor Williams. "We can notice the sensations of things, the food we eat, the air moving past the body as we walk. All this may sound very small, but it has huge power to interrupt the 'autopilot' mode we often engage day to day, and to give us new perspectives on life."

It can be helpful to pick a time – the morning journey to work or a walk at lunchtime – during which you decide to be aware of the sensations created by the world around you. Trying new things, such as sitting in a different seat in meetings or going somewhere new for lunch, can also help you notice the world in a new way.

"Similarly, notice the busyness of your mind. Just observe your own thoughts," says Williams. "Stand back and watch them floating past, like leaves on a stream. There is no need to try to change the thoughts, or argue with them, or judge them: just observe. This takes practice. It's about putting the mind in a different mode, in which we see each thought as simply another mental event and not an objective reality that has control over us."

You can practice this anywhere, but it can be especially helpful to take a mindful approach if you realize that, for several minutes, you have been "trapped" in reliving past problems or "pre-living" future worries. To develop an awareness of thoughts and feelings, some people find it helpful to silently name them: "Here is the thought that I might fail that exam". Or, "Here is anxiety".

# Formal Mindfulness Practices



As well as practicing mindfulness in daily life, it can be helpful to set aside time for a more formal mindfulness practice. Several practices can help create a new awareness of body sensations, thoughts and feelings.

#### They include:

**Meditation** – participants sit silently and pay attention to the sensations of breathing or other regions of the body, bringing the attention back whenever the mind wanders

**Yoga** — participants often move through a series of postures that stretch and flex the body, with emphasis on awareness of the breath

**Tai-Chi** – participants perform a series of slow movements, with emphasis on awareness of breathing

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# The Power of Positive Thinking

Positive thinking is a mental and emotional attitude that focuses on the bright side of life and expects positive results.

A positive person anticipates happiness, health and success, and believes he or she can overcome any obstacle and difficulty.

Positive thinking is not accepted by everyone. Some, consider it as nonsense, and scoff at people who follow it, but there is a growing number of people, who accept positive thinking as a fact, and believe in its effectiveness.

It seems that this subject is gaining popularity, as evidenced by the many books, lectures and courses about it. To use it in your life, you need more than just to be aware of its existence. You need to adopt the attitude of positive thinking in everything you do.

# Thinking Is a Way of Life

With a positive attitude we experience pleasant and happy feelings. This brings brightness to the eyes, more energy, and happiness. Our whole being broadcasts good will, happiness and success. Even our health is affected in a beneficial way. We walk tall, our voice is more powerful, and our body language shows the way we feel.

#### Positive and negative thinking are contagious.

We affect, and are affected by the people we meet, in one way or another. This happens instinctively and on a subconscious level, through words, thoughts and feelings, and through body language.

Is it any wonder that we want to be around positive people, and prefer to avoid negative ones?

People are more disposed to help us, if we are positive, and they dislike and avoid anyone broadcasting negativity. Negative thoughts, words and attitude, create negative and unhappy feelings, moods and behavior. When the mind is negative, poisons are released into the blood, which cause more unhappiness and negativity. This is the way to failure, frustration and disappointment.

# Positive Thinking Practical Instructions

In order to turn the mind toward the positive, some inner work is required, since attitude and thoughts do not change overnight.

- 1. Read about this subject, think about its benefits, and persuade yourself to try it. The power of your thoughts is a mighty power that is always shaping your life. This shaping is usually done subconsciously, but it is possible to make the process a conscious one. Even if the idea seems strange, give it a try. You have nothing to lose, but only to gain.
- 2. Ignore what other people say or think about you, if they discover that you are changing the way you think.
- 3. Use your imagination to visualize only favorable and beneficial situations.
- 4. Use positive words in your inner dialogues, or when talking with others.
- 5. Smile a little more, as this helps to think positively.

- Once a negative thought enters your mind, you have to be aware of it, and endeavor to replace it with a constructive one. If the negative thought returns, replace it again with a positive one. It is as if there are two pictures in front of you, and you have to choose to look at one of them, and disregard the other. Persistence will eventually teach your mind to think positively, and to ignore negative thoughts.
- 7. In case you experience inner resistance and difficulties when replacing negative thoughts with positive ones, do not give up, but keep looking only at the beneficial, good and happy thoughts in your mind.
- 8. It doesn't matter what your circumstances are at the present moment. Think positively, expect only favorable results and situations, and circumstances will change accordingly. If you persevere, you will transform the way your mind thinks. It might take some time for the changes to take place, but eventually they will.
- Another useful technique is the repetition of affirmations. This technique is similar to creative visualization, and can be used together with it.

### **EFFECTIVE SELF MANAGEMENT**

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- · Self Development Audit
- · Time Management in Perspective

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- Organising Your Company And Personal Goals
- Maintaining Motivation During Tough
- The Link Between Your Company Goals And Your Success



#### Your Mind And Productivity

- Understand The Fundamentals Of Our
- Learning How To Organise Your Brain To Increase Output
- Organising Your Activities in A More Effective Manner



#### Increasing Your Performance

- · Principles Of Prioritising
- Managing Your Thoughts And Information For Effective Decision Making
- · Dealing With Electronic Mails. Paperwork And Files Effectively.

#### CUSTOMER'S TESTIMONIALS

The contents are very useful for me to manage myself as a student,

it is Greatif Fun and interactive. provide chances for improvement. The facilitator includes organising for personal goals and objectives. Relevancy of topic relating to daily life was good.

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