Charitable Registration Number: 10688 0115 RR0001

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YOUR PERSONAL STRESS PLAYBOOK

The earlier you can recognize your own patterns of stress, the more options you have. The purpose of this triage is not to get more done and to stop treating every request as **URGENT** or equally important to the present task. Our brains will interpret the newest request as the most important request. Your Triage Rule is to give you a consistent way to decide rather than letting urgency make the decision for you.

MY EARLY WARNING SIGNS:

MY 60 SECOND RESET:

MY WORKLOAD TRIAGE RULE:

MY BOUNDARY PHRASE:

MY RECOVERY CUE AFTER WORK:

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INSTRUCTIONS ON CREATING A PLAYBOOK:

Recognizing early warning signs: Rather than saying 'I get stressed during year end or peak season. Recognizing the cues that lead up to the escalated stress level such as checking email frequently; re-reading a work paper without taking anything in, stop taking breaks, becoming noticeably impatient or jumping between tasks.

Creating the 60 second reset: Utilizing the STOPP Method:

S- Stop and Step Back – Do not act immediately. Intentionally pause.
T – Take a Breath – Notice your breath as you breathe in and out.
O – Observe – what you are thinking and feeling? What are the words that my mind is saying. Is a fact or opinion. What would some else see and make of it? What advice would I give to someone else? What is the helicopter view? What meaning am I giving this event for me to react in this way? How important is it right now.
P – Pull back: put in some perspective
P – Practice what works: Do what works and what is most helpful. Play to your professional principles and values. Will it be effective and appropriate? Is it proportion to the event. Is it keeping with my professional values and principles?

My workload triage rule – The 3 filters to explore a) Is it due now? b) Does this affect a filing, client commitment, account close, current task deadline or a high impact on a deliverable. c) Am I actually the right person to do this or am I automatically absorbing someone's task.

My Boundary Phase: A suggested accounting friendly formula is" 'I can do x by (time) and Y would need to move to (date and time). I can finish the review notes by 3 p.m. tomorrow and the additional analysis would move to Thursday.

My Recovery Cue after Work – a repeatable signal that tells the brain that it is finished for the day: It does not need to be a long wellness routine. The three components:

Shutdown – Spend 5 minutes capturing unfinished work, close open loops, make a list of first thing first and leave the list at work on your desk.

Change – physically change context such as leaving your desk, shutting down the laptop, change clothes, take a short walk, and move to another room or physically leave.

Transition: Do one consistent non-work activity immediately afterward, listening to music, dinner, exercise, changing clothes, showering, or other evening activities.

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