



Relevant • Evidence-Based • Applicable • Lasting

Building Personal Resilience Playbook & Toolkit



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May 6, 2020

Passion, Integrity and Trust!

Building a Daily Practice for Optimal Well-Being & Resilience

Refer to the Enlighten and Envision Podcast for guided meditation and visualizations at <https://anchor.fm/claudiaferryman>.

Morning – Wake up Ritual

(Tools: Vagus Nerve Breathing, Heart Centered Breathing, Toss Head Trash, 3-Minute Meditation, Read Confidence Cards)

- 1.
- 2.
- 3.

Afternoon – Refresh Ritual

(Tools: Take Five, Tuza-3 Minute Meditation, Review Affirmations and Goals, Visualization, Power Pose, Stretch Meditation)

- 1.
- 2.
- 3.
- 4.

Evening – Wind down Ritual



(Tools: Take Five x 3, Tuza, Becoming Grounded Meditation, Relaxation Response Exercise, Positive Affirmation, Circle of Influence)

- 1.
- 2.
- 3.
- 4.

Managing Your State

(Tools: Emotional Hijack process, Conflict Resolution Process, Power Pose, Movement, Take Five, Yoga and Stretches, Calm App, Muse)

- 1.
- 2.
- 3.

	<p>Take Five is the easiest way to begin your Mindful Practice. It is as easy as taking 5 deep breaths.</p> <p>Each inhale is a sense of ease!</p> <p>Each exhale is sense of letting go!</p>	<p>Using your open palm, count down with each finger when you inhale and exhale.</p> <p>Alternatively, you can trace up and down each finger and count down with each finger as you inhale and exhale.</p>
<h1>TUZA 3-MIN</h1>	<p>Tuza – 3 to 5 Minute Practice</p> <p>This practice builds on Take Five to extend your Mindful Practice.</p> <ol style="list-style-type: none"> 1. Be the observer by witnessing your whole experience 2. Narrow your experience by focusing your attention on your breath 3. Expand your awareness 	<p>Follow the steps on your “Awaken Your Awareness” Mindfulness Card summarized below:</p> <ul style="list-style-type: none"> - Close your eyes or soften your gaze -Feel your soles on the floor -Notice your back against the chair -Focus on the inhale and the exhale -Feel the breath from your belly -Don’t resist thoughts and feelings -Scan the whole body as you breathe
 <p>From Stephen Covey</p>	<p>Circle of Influence</p> <p>A great self-leadership skill to manage your thinking is to focus on your Circle of Influence vs your Circle of Control. As you focus on what you can control, your mind will expand in the direction of empowerment!</p>	<p>For the next few months, journal each time you have made an impact in your daily work or have done something you feel proud to record.</p> <p>As you proactively focus on what you can control and influence, your Circle of Influence will expand, and you will feel more empowered and energetic.</p>
<h1>E + R = O</h1>	<p>Events + Response = Outcome</p> <p>This is a formula for change. As you focus on your response vs reaction, you will reduce your reactivity in adverse situations. Learn to recognize signs of stress and your emotional triggers so that you can choose how you want to response!</p>	<p>You don’t control events, you control your response. So each and every day pay attention to your automatic reactions (e.g. thoughts, emotions and body sensations).</p> <p>Use the chart on the next page to track and learn about your reactions so that you can catch them, pause and choose your response!</p>

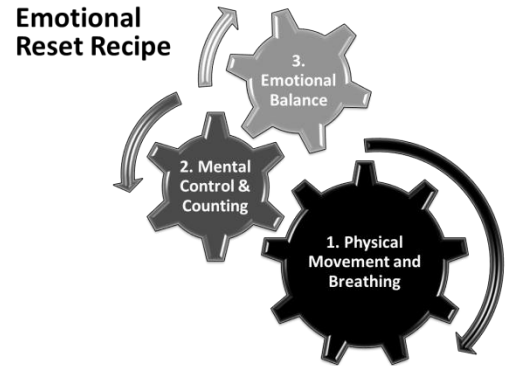
Managing Emotional Hijack

What happens to you under Emotional Hijack?

During emotional hijack, **the prefrontal cortex – which is required for more complex thinking, problem solving and analysis – is dampened down by the amygdala's response as oxygen is reduced to the prefrontal cortex.** The prefrontal cortex is the brain region involved in rational thinking, complex cognitive behaviours, personality expression, decision-making and moderating social behavior. An active prefrontal cortex is required for emotional regulation, therefore under emotional hijack we are less capable of managing our emotions.

To manage Emotional Hijack you need **to come up with you own personal 'reset recipe' for overcoming emotional hijack.**

Here's an example:



1. **Movement:** Dealing with the physical symptoms of the fight / flight response through movement and breath is a great first step. Examples could be to shift your posture by standing up, or stretching out your arms then taking a deep breath, these activities will start the physical relaxation. Then you may choose to go for a walk. If you cannot walk away because you are in the middle of a meeting or for some other reason, you can wiggle your toes in your shoes and focus on the soles of your feet or even pinch the palm of your hand. I also enjoy snapping my fingers as a mechanism to heighten my awareness to what's going on in my body.
2. **Deep Breathing:** As you take several deep breaths imagine the breath is going deep down into your abdomen to your belly button. Make each exhale longer and slower than the inhale, a good way to keep track is to count – a count of 3 for the inhale and 6 for the exhale.
 1. Deep breathing will naturally begin to calm the nervous system to bring you back to a baseline state and allow the feelings to pass without avoiding or suppressing them. This is part of the reason why mindfulness practices help to alleviate emotional distress. It has been demonstrated in research that the amygdala shrinks with regular mindfulness activities. It is important to create a distinction between feelings and emotions here. Feelings are the visceral sensations in the body that you feel, while emotions are the labels you give to these feelings. We know that feelings will eventually pass as each moment goes by, thus if you are able to sit and breathe through these feelings the sensation will go away as we keep our awareness in the present. The trick is to allow this process to run its course without assigning an emotional label to the feeling. The instant we label the feeling we are now in our heads ruminating about the emotion which takes us out of the process of allowing the feeling to pass and dissolve.
3. **Counting:** Counting is a logical task, so when you count you will automatically begin to move out of the emotional mid-brain to the frontal lobe which brings you your conscious attention back into your critical thinking mind. I usually count backwards

from 100 in threes, 100, 97, 94, 91... by the time I get to 91 I have totally forgotten what I was upset about, lol!

4. **Visualize** a place that makes you feel great or think of a positive memory. When we hold a positive memory alongside the negative one, we begin to integrate these memories then the positive thoughts will reduce the impact of the negative ones and help us to build our resilience.
5. **Reflect** on the experience, by replaying what happened? What specifically caused you to become upset – something that was said, dismissive body language or tone of voice? Being specific is critical in order to **set a clear boundary** with others about what is right or wrong for you. Use a Journal to track your thoughts and insights.
6. **What did you learn** about yourself and others? This could be an opportunity to build your self-awareness or to help others learn more about you.

Tracking Your Progress

Use the following table to track each time you perform a Mindful or Meditation practice. Remember it takes 66 days of daily practice to develop a habit.

Month/Date	Mindfulness Practice	Journaling/ Reflection activity	Other
May			
June			
July			



Self-care Plan



Write down **3 warning signs** that tell you that you are getting overloaded with stress (could be physical, emotional or behavioural):

- 1.
- 2.
- 3.

What three things will I let go of or change in order to show my commitment to my personal self-care?

I will let go of (behaviour, habit, activity)	This is why I must let it go!

What self-care activities do you commit to doing starting tomorrow (include check-ins, Mindfulness activities, Take Five, Circle of Influence, listen to your body)?

Activity	Details - when, duration, who?

Buddha says ...

"The secret of health for both mind and body is not to mourn for the past, worry about the future, or anticipate troubles, but to live in the present moment wisely and earnestly."