

RESILIENCY KIT



INVEST EAP'S GUIDE TO HELP YOU BUILD RESILIENCY AND REDUCE STRESS



Resiliency Kit

INVEST EAP'S GUIDE TO HELP YOU BUILD RESILIENCY AND REDUCE STRESS

WE'RE INVESTED IN YOUR SUCCESS!

Introduction:

At Invest EAP, we take our role to help reduce stress and build resiliency skills very seriously and that is why we felt it was necessary to craft this workbook to share with our community.

Whether sampling one page at a time or making use of every page, we hope our members will use this kit and included activities as an onramp to connect with us for additional support.

You and *anyone in your household* can contact Invest EAP, any time.

If you are not familiar with our services, check us out on the password protected website: www.investeap.org. To gain full access, you will need to create a user account.

Our approach is positive and proactive. EAP is eager to help you with free, confidential counseling and resources— no matter how big or small your challenges might feel.

Resources you have access to:

- ◆ EAP short term, solution-focused counseling
- ◆ 24 hour access, 365 days a year
- ◆ Referrals to resources
- ◆ Online wellness portal website
- ◆ Financial & Legal tools
- ◆ Worksite wellness ideas
- ◆ Wellness newsletters— quarterly
- ◆ *And more*

WHAT'S INSIDE:

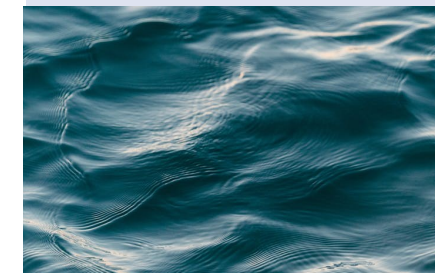
CHECK IN
page 3

PRINTABLE POSTER
page 7

FULFILLMENT & PURPOSE
page 8

MY SPHERES OF INFLUENCE
page 10

RESOURCES & ABOUT US
Page 12



1-866-660-9533

www.investeap.org

Create a login with your organization's password.



Check in

The first thing to know right now: it's **completely normal** to be experiencing a wide range of emotions.

Accepting your feelings is an important first step to building resilience. The simple act of naming your emotions has been found to benefit overall wellbeing. So, we invite you to take a moment now to tune into your body and notice how you're feeling.

Circle the emotions below that you identify with. You are welcome to add in other emotions that better represent the way you feel.



20 QUESTIONS TO ASK YOURSELF

- How am I feeling right now?
- Is the stress in my life accumulating from a lack of play?
- What is the most loving and supportive thing I can do for myself right now?
- Is there a boundary I need to communicate?
- When I listen to my body, what does it need?
- In what ways am I avoiding my truth?
- Can I do this on my own? If not, where can I turn?
- What can I do to take care of myself today?
- I'm excited to focus on...
- What am I holding onto? And would it be ok to let it go?
- I will create space from...
- What can I forgive myself for?
- Is there someone I can forgive?
- When is the last time I moved my body?
- Have I taken a moment to breathe today?
- What do I like about myself?
- Who am I checking in on or connecting with today?
- What can I do to feel powerful?
- How can I express my gratitude today?
- Am I fighting life or inviting life?

Angry	Sad	Anxious	Hurt	Confused	Thankful	Fed Up	Tearful
Content	Upset	Frustrated	Healthy	Vulnerable	Mournful	Betrayed	Inspired
Lonely	Irritated	Cautious	Nervous	Abandoned	Relieved	Trusting	Bewildered
Skeptical	Deprived	Shocked	Pessimistic	Annoyed	Spiteful	Impatient	Worried
Fill in your own:							



Taking Care

When you start to feel stressed, here are things you can do to try to feel better in that moment:

Place your feet flat. Then flex and release your toes.

Take a deep belly breath

Stretch your body, Move around

Go outside, breathe in fresh air

Nourish your body

Connect with someone you care about

Find something that makes you laugh

Love a pet

Listen to an enlightening podcast

Follow a guided meditation

Call Invest EAP or go on our website

Fill in your own:

Your Powerful Mind and the Effect of Self-Talk

Bringing awareness to your internal thoughts, feelings, and behaviors can make a big difference.

Positive self-talk: inner dialogue that focuses on the *good* about yourself and your life. It is optimistic or resilient thought training that encourages you to think about **the bright side**.

Get curious with yourself and notice how you talk *to and about* yourself (without judging it). **How does this impact my day-to-day life?**

Try just one or two of these positive self-affirmations a day!

There are some things that I just can't do well yet. I can choose to get better!

Other people can say what they want about me. I get to decide what's true!

I'm glad that I'm different. I like myself just the way that I am.

What would the people who love me say about me?

It was just one mistake. It happens to everyone!

Being mean to myself will only make me feel worse. What is something nice to say?

What would I say to a friend that was feeling the same way?

Things didn't work out for me, but I can still look on the *bright side*.

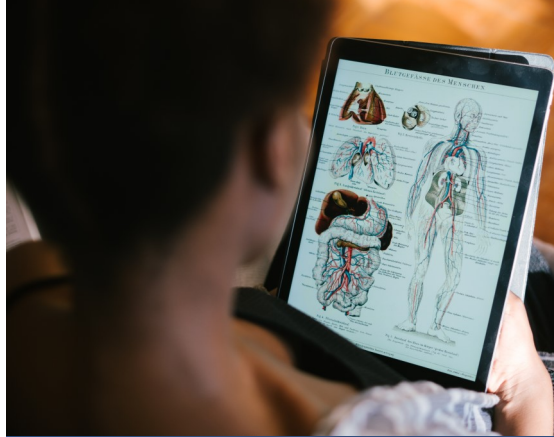
I don't have to be perfect; I just have to give it my best effort.

What do I have control over that I can change to improve my self-esteem?

What are five good things about myself that I know to be true?

Fill in your own:

I don't need to compare myself to others. We all have different strengths!



A Word About Trauma:

Those with a trauma history may experience a heightened or prolonged stress response.

Please call your doctor or reach out to Invest EAP for support and resources.

Stress Plays Out

The **stress response** is helpful and necessary in times of emergency such as disasters so that we can run fast and defend ourselves. However, if we fail to de-escalate from the stress response, to “rest and digest,” stress stops being helpful and begins to cause major damage to our health, mood, productivity, relationships, and quality of life.

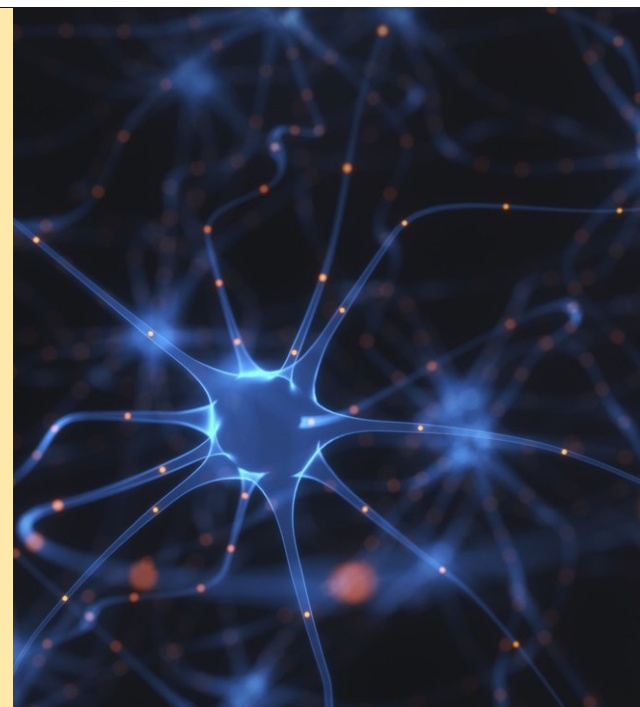
Counteract the stress response with activities found in this Kit or call an EAP counselor to discuss healthy skills.

Good	Bad	Ugly
Sharply focused	Tense	Chronic Fatigue
Energized	Anxious	Malaise
Motivated	Angry	Low self-esteem
Aware of options	Withdrawn	Pain (physical)
Challenged	Isolated	Chronic conditions*
	Frustrated	
	Tired	(*talk to your doctor)

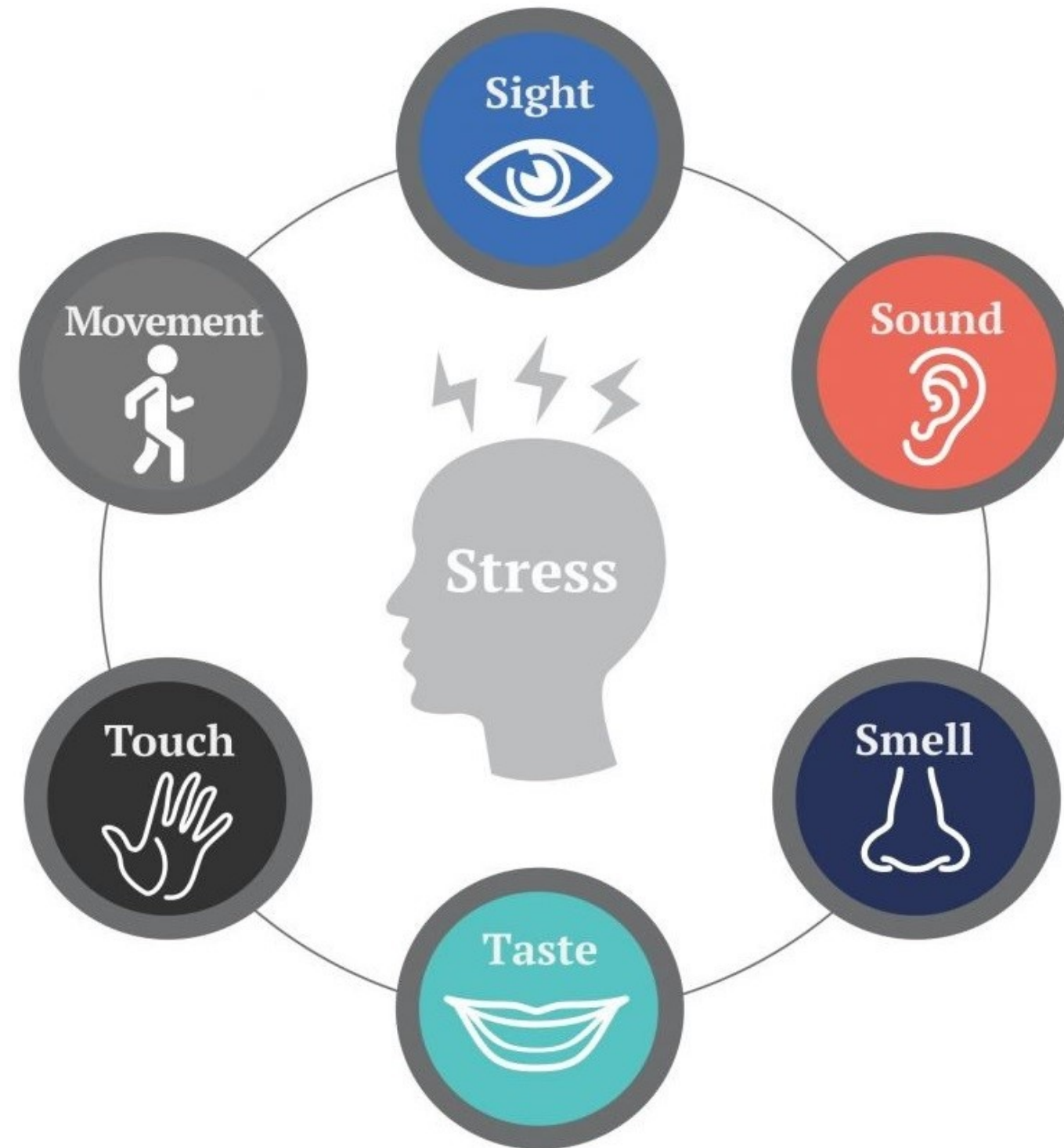
STRESS SHOWS UP IN YOUR BODY

When you encounter a ***perceived threat***—for example a snake appears underfoot, a large dog barks, or your boss summons you—your *amygdala*, the brain area that’s involved in fear and to some extent aggression, sends an alarm to your *hypothalamus* which then tells the *autonomic nervous system* to react. Through a combination of nerve and hormonal signals, this system prompts your *adrenal glands* to release a surge of hormones, including adrenaline and cortisol.

The more you notice and become aware of your body’s signs and signals that this complex natural alarm system has been triggered, the more you can do to **re-regulate**. You can use activities outlined in this kit to help you or you can call us!



Use Your Senses to Relieve Stress



In what ways can you harness each of your 5 senses to bring yourself a moment or peace and mindfulness?
Think of one or two quietly to yourself or jot down an idea next to each circle.



Daily Reminder:

Pause and just breathe



QUICK TIP

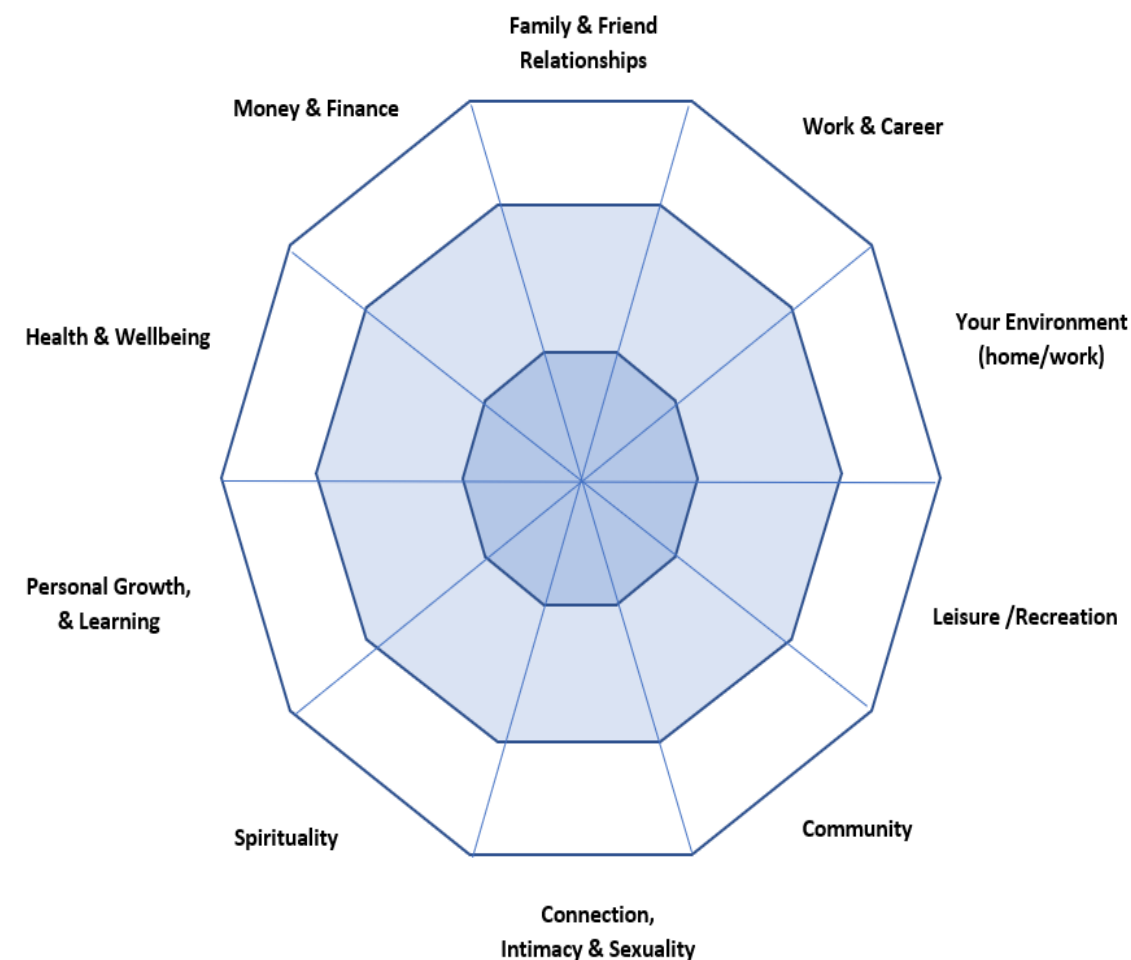
Living with purpose can make you happier and more fulfilled.
But how do we find that purpose?

Contemplate what a fulfilled life means to you, and scribble these into a list. **Circle** the ones that belong **only to you** and revisit them during a time when you can allow to yourself for much deeper and longer contemplation. **Write down** what brings you joy and fulfillment.

Spotlight on Fulfillment & Purpose

Use this graphic to reflect on the different areas of your life. To rank your level of contentment, draw a dot or line in the slice.

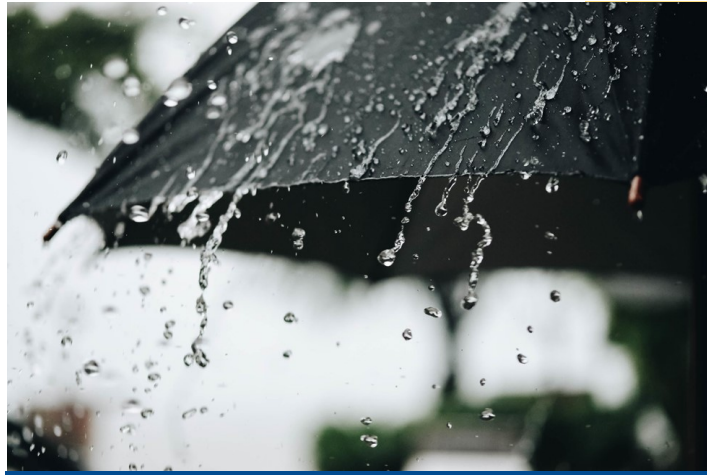
- * White outer area for “*Very content*”
- * Light blue middle for “*Somewhat content*”
- * Dark blue for “*Growth area*”



Members reach out to Invest EAP for a wide variety of reasons.

The purpose of this exercise is to provide you with the opportunity to reflect on different aspects of life and evaluate level of contentment or satisfaction in each realm.


You can use this inventory to engage an EAP counselor. We're here to help and will adapt to your comfort level.



When our mind fixates on threat, uncertainty and negativity- this is known as “unhelpful thinking patterns.”

Unhelpful Thinking Patterns


Our minds are always interpreting the world around us, trying to make sense of events. Sometimes we see the world accurately – as it really is – but often our minds take ‘short cuts’ and our thinking can become biased. These biases or ‘cognitive distortions’ can have powerful effects upon how we feel.

Sometimes the thoughts we have don’t paint a fair picture of what has happened to us. You may want to  circle the pattern(s) that you notice yourself falling into at times.

It is helpful to be aware of common unhelpful thinking patterns so you can notice when they begin to happen, and practice relaxation habits or reach out to Invest EAP for support.

Borrowed from www.psychologytools.org

All or nothing thinking



Sometimes called ‘black and white thinking’

If I’m not perfect I have failed

Either I do it right or not at all

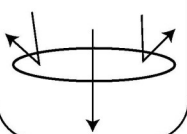
Over-generalising

“everything is always rubbish”

“nothing good ever happens”

Seeing a pattern based upon a single event, or being overly broad in the conclusions we draw


Mental filter



Only paying attention to certain types of evidence.

Noticing our failures but not seeing our successes

Disqualifying the positive



Discounting the good things that have happened or that you have done for some reason or another

That doesn’t count

Jumping to conclusions

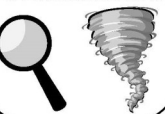


2 + 2 = 5

There are two key types of jumping to conclusions:

- **Mind reading** (imagining we know what others are thinking)
- **Fortune telling** (predicting the future)

Magnification (catastrophising) & minimisation



Blowing things out of proportion (catastrophising), or inappropriately shrinking something to make it seem less important

Emotional reasoning



Assuming that because we feel a certain way what we think must be true.

I feel embarrassed so I must be an idiot

should must

Using critical words like ‘should’, ‘must’, or ‘ought’ can make us feel guilty, or like we have already failed

If we apply ‘shoulds’ to other people the result is often frustration

Labelling



Assigning labels to ourselves or other people

I’m a loser

I’m completely useless

They’re such an idiot

Personalisation

“this is my fault”

Blaming yourself or taking responsibility for something that wasn’t completely your fault. Conversely, blaming other people for something that was your fault.



Spheres of Influence

When situations feel out of control, focus your time and energy on things that *are within your power*.

Sound like you?

If you're prone to "hypothetical worry" (i.e., the 'What if?' thoughts), you may find it helpful to practice noticing these thoughts and then redirecting your attention to things within your control.

Research shows that when we shift our focus to what we can control, we see meaningful and lasting differences in our health and wellbeing.

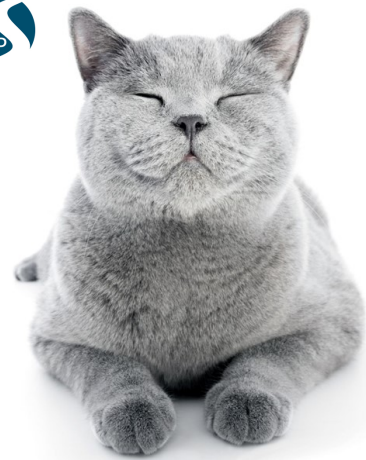
Use this handout to write down what you have control over inside the circle to the right. Then, note the things you cannot control outside of the circle,



Within My Control	Outside of My Control
<ul style="list-style-type: none">☑ Taking a deep breath☑ Focusing on what is important to me☑ Eating well☑ Exercising☑ Seeking and offering support☑ My routine☑ Where I get my information☑ Cultivating connection to others☑ Voting and being involved☑ Volunteering, helping others☑ Calling EAP for support	<ul style="list-style-type: none">☑ The weather☑ Job cuts, layoffs☑ The economy☑ Aging☑ Flights and holidays being canceled☑ Traffic☑ Schools opening and closing☑ The healthcare system☑ The government's actions☑ The news☑ Other people's health☑ Other people's decisions

Remember: You may not be able to stop hypothetical worries from occurring, but you can control your response to them.

A book related to this topic: [The 7 Habits of High Effective People](#) by Steven Covey

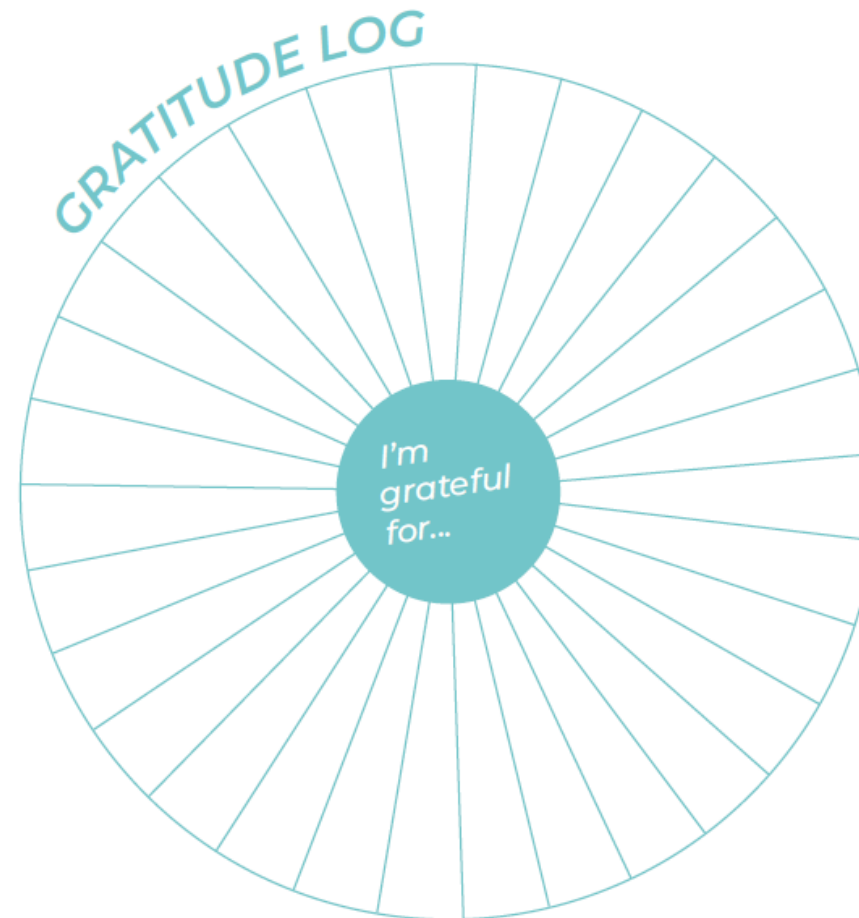


Gratitude

Allow yourself the good feelings that come when you think about what you have to be grateful for.

Getting Started:

- Challenge yourself to think of a different thing to be grateful for, for every day.
- Consider frequency: do you want to integrate this practice daily, weekly, monthly? Five minutes a day for thirty days is a popular frequency. You can use this handout, scrap paper, your smart phone, or buy/make an actual journal.
- If you use a smart phone, consider adding a reminder/alert to prompt you to focus on gratitude.
- Get creative: add images, quotes, and affirmations.



Prompts:

FOR MY FAMILY BECAUSE.....
FOR MY FRIENDS BECAUSE.....
FOR THE OPPORTUNITY TO.....
FOR MY JOB BECAUSE.....
FOR MY PAST EXPERIENCES BECAUSE....
FOR MY ABILITIES TO.....

FOR ACCESS TO.....
FOR THE LOVE OF.....
BECAUSE THIS THING THAT HAPPENED
TODAY.....
FOR THIS BIT OF INFORMATION...
BECAUSE I TREASURE THIS.....
FOR MY GREATEST GIFT IN LIFE.....



ABOUT INVEST EAP & THE CENTERS FOR WELLBEING

With its central offices located in Vermont, Invest EAP is a public and private non-profit collaborative that has offered comprehensive Employee Assistance Program (EAP) services since 1986.

EAPs promote the health of employees and their household members by offering access to free, confidential counseling for a wide range of life issues.

When employees are struggling, it can lead to poor morale, adverse health outcomes and reduced productivity. Robust EAPs provide a solution.

Invest EAP's comprehensive *confidential services* include counseling, resource and referral information to address issues involving:

- Relationships and Family
- Drug and Alcohol
- Mental Health
- Grief and Loss
- Medical
- Disability
- Eldercare
- Childcare
- Parenting Techniques
- Workplace Conflict
- Legal Issues
- Financial Problems
- Much, much more!

If it causes you stress or worry, give us a call. Our experienced staff can help.

RESOURCES AND REFERENCES

- Invest EAP website: www.investap.org (password protected).
- Invest EAP Centers for Wellbeing COVID-19 Guide site: www.investeapcovid19.org/
- *Coronavirus Anxiety Workbook* by The Wellness Society; www.thewellnesssociety.org
- *The 7 Habits of High Effective People* by Steven Covey
- Psychology Tools www.psychologytools.org
- *The Relaxation Response* by Herbert Benson, M.D.
- Jon Kabat-Zinn Series 2: <http://mindfulnessapps.com/the-apps/jkz-series-2>
- Insight Timer: <https://insighttimer.com>

If you are a member and would like learn more about your benefit, schedule an appointment or to ask a question please call **1-866-660-9533**.

If you are *not* a member but would like to learn more about our programs and services please call our Community Outreach Department at 1-888-681-8112.