

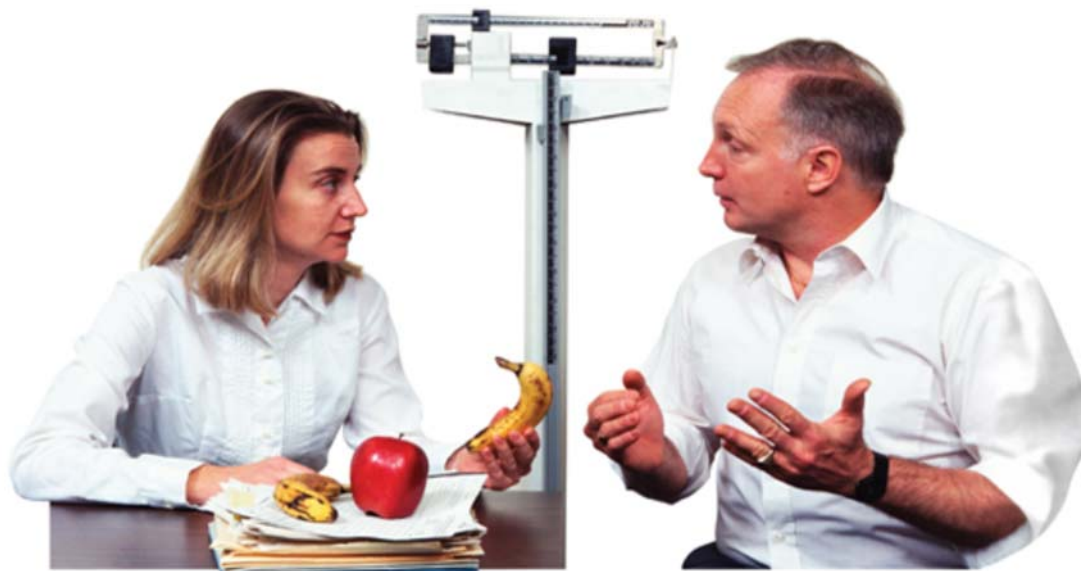
STRESS INDICATOR AND HEALTH PLANNER



Assess your current level of stress and wellness in five critical areas. Learn about specific strategies to immediately improve your health and performance.

Name of Participant:
Sample Tester
Date of Assessment:
20%0- -' \$

by Gwen Faulkner, Ph.D., M.S.N.,
Terry D. Anderson, Ph.D., and Ken Keis, M.B.A.



Published by **Consulting Resource Group**
Canada: PO Box 418 Main, Abbotsford, BC V2T 6Z7 * USA: PO Box 8000 PMB 386, Sumas WA, 98295-8000
Website: www.crgleader.com

© 1990-2011, CRG Consulting Resource Group International, Inc. All rights reserved. This material is protected by law and may not be reproduced in any form.
Printed from <http://www.crgleader.com>

Online Stress Indicator and Health Planner (SIHP)

© 1990-2011 Consulting Resource Group

What Is The *Stress Indicator and Health Planner*?

The ***Stress Indicator and Health Planner*** is an instrument designed to help you assess your current levels of stress and health. It can assist you to develop a plan to enhance your overall wellness and decrease your stress levels.

Now that you have completed the ***Stress Indicator***, you will have greater





awareness and insight regarding potential risk areas that interfere with optimal health, performance, and long-term enjoyment of life. The knowledge you gain from this assessment will enable you to *plan* for increased health and vitality.

The **Health Planner** is designed to provide practical information to assist you in making choices that will move you in the direction of your wellness goals.

Many of CRG's clients use the **Stress Indicator and Health Planner (SIHP)** on a regular and planned basis; we recommend that you consider completing the **SIHP** at least once a year to track or benchmark any changes to your stress and wellness levels.

As our life changes, so do our stress and wellness levels. The **SIHP** is an excellent way to be proactive in your overall health strategies.

Corporations have also created wellness programs using the **SIHP** to benchmark and track the overall health and wellness practices of their employees. Based on the **SIHP** results, they track trends and implement training and support programs to address important or critical stress and wellness issues.

You will also find that many of the other CRG assessments can assist you in your strategies to reduce your stress and improve your wellness, especially as you review the interpersonal, time, and occupational sections.

Special Note:

Although the **Stress Indicator and Health Planner** is well grounded in accepted medical research, the **Stress Indicator** should not be used as a substitute for medical diagnosis and the **Health Planner** should not be used for the self-treatment of any suspected illness. In the case of any suspected illness, you should see your doctor. If you have a concern, you can complete this assessment and take the results to your doctor. This will help you explain in greater detail any conditions you might have.

Online Stress Indicator and Health Planner (SIHP)

© 1990-2011 Consulting Resource Group

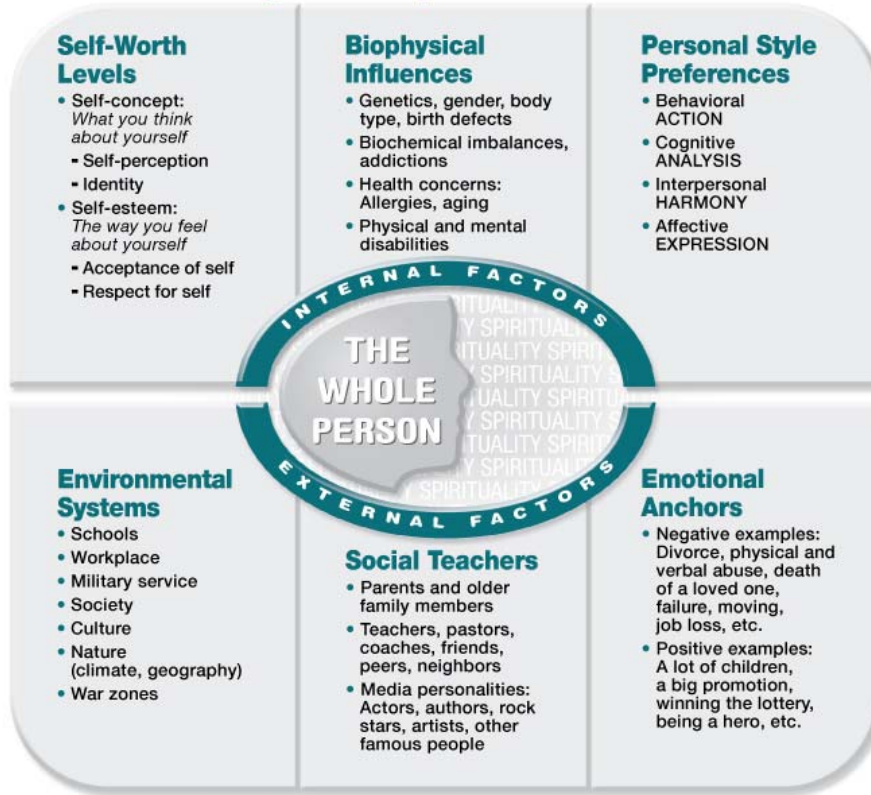
Understanding Your Development

Your stress is only one part of your personality. We must acknowledge that human beings are more complex than just their stress. Even though stress is an important part of your personality, your stress represents only one facet of you.

To simplify and explain this complexity, CRG created the **Personality Development Factors Model**. (See *illustration below*) All these Factors at various levels have and are contributing to your Personality Development. Each factor is self-evident, except perhaps Emotional Anchors, where a past experience of a positive or negative nature stirs an emotional reaction within.

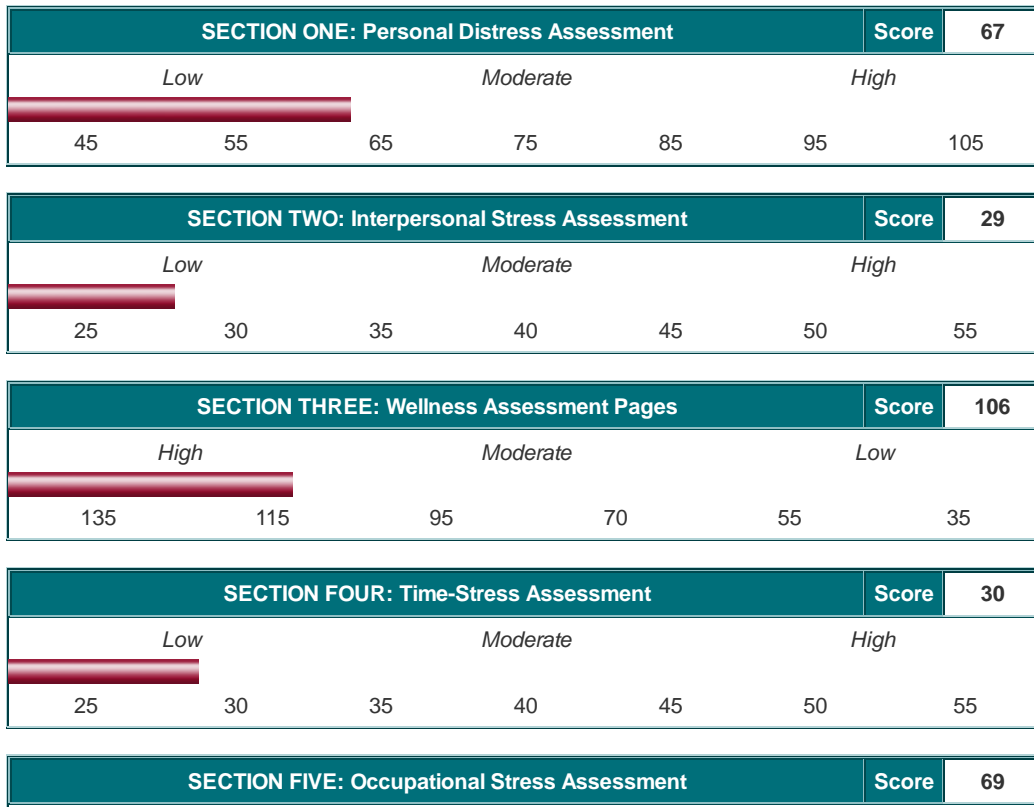
To learn more about the **Personality Development Factors Model**, buy the book, [Why Aren't You More Like Me?](#) available from CRG.

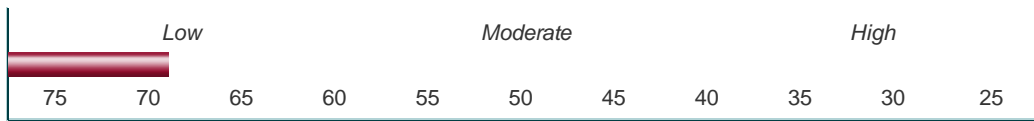
Personality Development Factors Model



Stress Indicator Scores

This page gives you an overview of your self-assessment from Part 1, the **Stress Indicator**. Your scores have been inserted into this chart so that you may determine your level of stress and wellness.





Part 2: The Health Planner

The **Stress Indicator** provided you with personalized feedback about your stress and lifestyle patterns. This information will guide you in using the **Health Planner**. You will learn how to take better care of yourself and make positive changes for improved health, performance and quality of life.

Health can be defined as "being the very best you can be physically, emotionally, mentally, and spiritually."

The following sections will be discussed in the **Health Planner**: Stress Management, Effective Communication, Health Practices, Time Management, and Occupational Stress.

At the end of each section in the **Health Planner**, **New Directions for Growth** workspace will help you plan steps that will move you toward your goals.



1. Stress Management

SECTION ONE: Personal Distress Assessment						Score	67
Low		Moderate			High		
45	55	65	75	85	95	105	

Physical Symptoms of Distress

- 1 1. Chest pain or tightness.
- 1 2. Shortness of breath.
- 1 3. Indigestion or heartburn.
- 1 4. Nausea or upset stomach.
- 1 5. Diarrhea.
- 1 6. Skin rashes (such as eczema, psoriasis, or hives).
- 2 7. Constipation.
- 2 8. Weight changes (gain or loss of more than 5 lbs.).
- 2 9. Fatigue.
- 1 10. Colds or flu.
- 1 11. Abdominal pain.
- 1 12. Headache.
- 2 13. Back or neck pain.
- 1 14. Grinding teeth.
- 1 15. Allergies.

19 **Physical Distress Score**
(Total of all the numbers in the boxes above.)

Psychological Symptoms of Distress

- 1 16. Feelings of anxiety or fear.

- 2 17. Feeling down, depressed, or sad.
- 3 18. Feeling irritated or angry.
- 2 19. Feeling worried.
- 1 20. Feeling used up, with nothing much to give.
- 2 21. Feeling bored or dissatisfied with most things.
- 1 22. Feeling life is meaningless and without purpose.
- 2 23. Feelings of being overwhelmed by it all.
- 2 24. Feelings of guilt.
- 1 25. Having thoughts of suicide as a way out.
- 1 26. Feeling lonely and that no one cares.
- 1 27. Experiencing disturbing nightmares.
- 2 28. Feeling out of control.
- 2 29. Feeling no sense of career or personal direction.
- 2 30. Feeling hopeless or helpless.

25 **Psychological Distress Score**
(Total of all the numbers in the boxes above.)

Behavioral Symptoms of Distress

- 1 31. Feeling unusually sad or elated without a reason.
- 1 32. Appetite changes (eating more or less).
- 1 33. Use of alcohol.
- 1 34. Withdrawing from people.
- 2 35. Use of drugs to help you relax or affect your moods.
- 1 36. Sleeping more or less than usual.
- 2 37. Loss of interest in or distracting preoccupation with sex.
- 1 38. Needing to push yourself to accomplish daily activities.
- 2 39. Difficulty making decisions.
- 2 40. Difficulty in concentrating.
- 1 41. Absence from work.
- 1 42. Being accident-prone.
- 2 43. Stuttering or rushing speech.
- 3 44. Inability to decrease some behaviors (compulsion to overeat or overwork).
- 2 45. Increase in risk-taking behaviors (speeding, not wearing seatbelt, driving under the influence of alcohol, etc.).

23 **Behavioral Distress Score**
(Total of all the numbers in the boxes above.)

Add your scores:

Physical	+	Psychological	+	Behavioral	=	Total Distress Assessment Score
19	+	25	+	23	=	67

Stress is an important factor in everyday life. In moderate amounts, stress contributes to good health and helps motivate us to meet challenges and to cope effectively with the physical and emotional demands of life. Too much or too little stress, however, can cause physical, emotional and behavioral problems.

Stress can be either positive or negative, depending on the following three critical factors:

- Your interpretation of the circumstances.
- The extent of positive support from others.
- Your practice of various lifestyle habits that contribute to good health.

Your Interpretation

First, how we interpret situations plays a large role in whether or not we become upset in any given circumstance. Our own beliefs or interpretations of events cause us to be anxious, upset, relaxed, or calm. It is possible to re-examine our assumptions and change our beliefs about ourselves or events, to learn more effective ways to cope with stress.

Some Common Beliefs or Thinking Habits that Contribute to Stress



"Should" Statements: Habitually running your life based on what you think others want you to do, rather than being honest with others and true to yourself. For example, "I should always do things perfectly" or "I should always please others by doing what they ask me to do."

Labeling and Mislabeling: Using labels to define others, prevents accurate evaluations of people's strengths and weaknesses. Labeling yourself limits your growth and your potential, and makes it difficult to break out of old patterns. For example, "He's a jerk" or "I'm stupid."

Jumping to Conclusions: Assuming that you know someone's motive without checking it out, often leads to stress and the desire to distance yourself from others. For example, *She must be mad at me* when a person looks upset. Her behavior may be due to other reasons.

All-or-Nothing Thinking: Giving ultimatums, being closed-minded, and believing there is only one way to do something. For example, "The world must be fair and it is intolerable when there is so much unfairness."

Personalization: Seeing yourself as the cause of some external negative event for which, in fact, you are not primarily responsible. For example, "It is all my fault the relationship broke up."

Disqualifying the Positive: Rejecting positive experiences by insisting they "don't count." In this way, you maintain a negative belief that is contradicted by everyday experiences. For example, "It must be luck that I did well" or "He didn't really mean that compliment."

Online Stress Indicator and Health Planner (SIHP)

© 1990-2011 Consulting Resource Group

Support From Others

The second important factor in learning about stress is to look at our attitude about accepting support from others. Quite often, people who are depressed or distressed feel so burdened, they do not want to burden others. They also often feel less worthy as individuals and wonder why anyone would want to help them out anyway. Developing long-term, caring, and supportive relationships is a major factor in determining health and providing satisfaction in life. Expressing your needs and wants to the important people in your life is the first step.

Lifestyle Buffers

The third factor which is very useful in decreasing stress or preventing the accumulation of stress, is developing personalized stress buffers. Listed below are examples of key lifestyle "buffers" that can help you cope with stress and enhance your sense of well-being:



- Regular aerobic exercise
- Good nutrition
- Deep breathing exercises
- Water therapy (swimming, jacuzzi, foot bath)

- Deep relaxation
- Renewing leisure activities
- Music therapy

Medical research has shown that too much stress can effect the onset, treatment or recovery from variety of illnesses and diseases. Experts estimate 60-90 percent of all diseases are related to stress and lifestyle. These include the following:



- Allergies
- Cancer
- Diabetes
- Heart Disease
- Skin Disorders

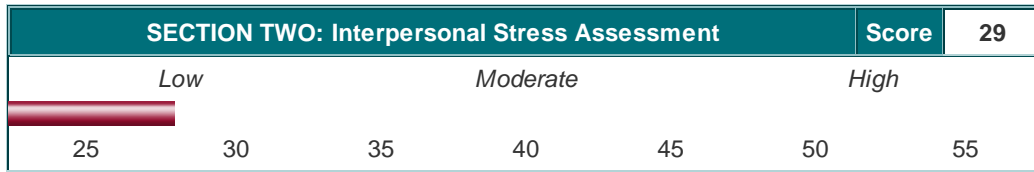
- Backaches
- Colitis
- Headaches
- High Blood Pressure
- Ulcers

Although some stress is expected as a normal part of life, if you scored an upper "moderate" or "high" rating, it is recommended that you talk to a counselor, health consultant, or physician who specializes in treating stress disorders.

New Directions for Growth

Using your responses from the **Stress Indicator**, identify the key areas you would like to improve regarding your symptoms and/or stress-level condition.

2. Effective Communication



Interpersonal Stress Assessment

3	46. Difficulty asking for support from family or friends when you need it.
2	47. Feeling resentful toward people because of pleasing them and denying your own needs.
2	48. Difficulty letting people know when you're overwhelmed or too busy.
2	49. Feeling that no one really listens or cares about you.
2	50. Difficulty letting people know they have hurt your feelings.
3	51. Bursting out aggressively or blowing up at someone.
1	52. Feeling compelled to earn others' approval by doing things for them.
1	53. Avoiding conflict, even if it means leaving it unresolved.
2	54. Taking too much responsibility for others' problems.
2	55. Becoming defensive when someone criticizes you.
1	56. Having difficulty expressing your true feelings in relationships.
2	57. Saying Yes when you really want to say No.
2	58. Having difficulty listening to others' points of view.
2	59. Being judgmental or critical of others.
2	60. Receiving little support in relationships with others.
29	Interpersonal Stress Assessment Score (Total of all the numbers in the boxes above.)

Communicating effectively helps us feel good about ourselves and successfully cope with people and conflicts. It takes courage and skills to communicate our feelings and thoughts and maintain respect for ourselves and other people. The result of quality communication is an increase in self-esteem. In addition, good communication skills and attitudes will foster healthy relationships where our deeper needs to love and be loved can be met.



Many times we communicate through our roles instead of expressing our true selves. Many people tend to adhere to a set of beliefs about how they “should” behave or what they “should” say. Eventually they become angry, resentful, and bitter toward others who don’t understand their true feelings. Therefore, a central issue and core theme in good communication is being in touch with your actual feelings and thoughts and expressing them respectfully to others. Quite often, since most people have never learned to engage in effective two-way communication, they may find it beneficial to receive assistance from a knowledgeable professional.

There will always be problems and conflicts in the world. You will be able to deal with them more effectively when you have a clear picture of how you feel and what you want to do. The more you take responsibility for your difficulties, feelings, and inner conflicts—and not blame others for your problems or frustrations—the more you will be in touch with your needs and able to communicate them effectively to others. Personal responsibility leads to a major shift in a person’s perception of the world—from feeling like a helpless victim to taking decisive action.

Here is an overview of the three different styles of communication.



I. ASSERTIVE COMMUNICATION

- Mutual respect
- Awareness of personal rights and responsibilities

Message: "This is what I feel, this is what I think, or this is how I see the situation."

II. PASSIVE COMMUNICATION

- No respect for own needs
- Unaware of personal rights and responsibilities

Message: "I do not count; you can do what you want. My feelings are not important; only yours are. My thoughts do not matter; only yours do."

III. AGGRESSIVE COMMUNICATION

- No respect for others' needs
- Unaware of others' rights and responsibilities

Message: "This is what I think—you are stupid for thinking differently. This is what I want; what you want is not important. This is what I feel; your feelings do not matter."

Everyone has difficulty communicating effectively at times—depending upon our mood and the people with whom we are interacting. If you scored an upper “moderate” or a “high” rating, however, it is recommended that you take a course in interpersonal communication or work with a communications consultant or counselor to establish better communications practices.

New Directions for Growth

Using your responses from the **Stress Indicator**, identify the key areas you would like to improve in your Interpersonal stress levels.

SECTION THREE: Wellness Assessment Pages					Score	106
High		Moderate		Low		
135	115	95	70	55	35	

Nutritional Assessment

- 1 61. I eat a diet that includes whole grains, whole grain bread, and legumes.
- 4 62. I eat a diet that includes fresh fruits and vegetables.
- 3 63. I limit my amount of coffee (caffeine) to no more than two cups a day.
- 3 64. I eat very little fat and limit the amount of fried foods in my diet.
- 3 65. When I eat dairy products, they are of the low-fat variety.
- 4 66. I limit my intake of fast foods such as pizza, hamburgers, fries, etc., to less than a couple of meals per week.
- 3 67. I eat chicken or red meat only when it has been trimmed of excess fat.
- 3 68. I limit my intake of sugar (cookies, cakes, donuts, candy) to no more than one snack per day.
- 4 69. I choose foods that are natural and fresh, rather than foods that are quick-fix prepared.
- 3 70. I limit the amount of alcohol I drink to a maximum of 2 ounces or less per day.
- 4 71. I eat at least three balanced meals (including breakfast) each day, plus two mid-meal (healthy) snacks.
- 4 72. I avoid white bread, white rolls, and white buns.
- 4 73. I limit or avoid any food classified as junk food, including all sugared soft drinks and beverages.
- 4 74. I take a daily multi-vitamin/mineral supplement.
- 4 75. I drink four to five glasses (8 oz. each) of pure water each day.

51 **Nutritional Score**
(Total of all the numbers in the boxes above.)

Health Assessment

- 2 76. I get regular aerobic exercise for 30 minutes at least three times per week (brisk walking, running, biking, etc.).
- 3 77. I practice some type of deep relaxation or biofeedback at least three times each week.
- 5 78. I avoid chewing tobacco and smoking cigarettes or a pipe.
- 2 79. I make time each week for leisure activities and hobbies.
- 4 80. I get 6 to 8 hours of sleep per night.
- 4 81. I eat a good breakfast in the morning.
- 4 82. I avoid drinking more than 2 ounces of alcohol per day.
- 4 83. I avoid the use of medical drugs to assist in sleeping or altering my moods.
- 4 84. I avoid the use of non-medical drugs (marijuana, amphetamines, "Crack," other opiates, etc.).
- 4 85. I know my ideal weight and maintain it within 5 to 10 pounds.

- 4 86. I wear a seat belt while riding in a car.
- 4 87. If I get sick, I take time to slow down and relax.
- 3 88. If I am exhausted, I take time for myself to rejuvenate.
- 4 89. I do weight training, strength, or resistant workouts at least 15 to 20 minutes, three times a week.
- 4 90. I increase my flexibility by doing stretching exercises 15 minutes, two to three times a week.

55 **Health Assessment Score**
(Total of all the numbers in the boxes above.)

Add your scores:

Nutritional Assessment	+	Health Assessment	=	Total Wellness Assessment Score
51	+	55	=	106

Research has shown that practicing the following health behaviors is associated with a decrease in death rates, compared with individuals who engage in almost none of these practices. People who lived longer tended to practice the following:



- Ate breakfast almost every day
- Slept 7 to 8 hours per day
- Never smoked cigarettes
- Maintained normal weight/ adjusted for height, age, and gender
- Never smoked cigarettes
- Avoided alcohol or used alcohol moderately
- Participated in regular physical activity

Nutrition

Admittedly, there are as many diet and nutritional recommendations and programs as there are individuals on the planet. There are, however, many commonly agreed principles for a healthy, nutritional diet. We have summarized some of these findings for you. Every day, research reveals new nutritional findings, so we encourage you to seek ongoing information from the Internet or other sources.

Weight Control: Achieve and maintain ideal body weight through exercise and a balanced diet. Obesity has become an epidemic in North America and now other countries are following suit as their nutritional lifestyles change. Being overweight is a major risk factor for high blood pressure, diabetes, heart disease, and cancer, to name just a few.

Avoid Simple Carbohydrates: New findings continue to support the recommendation that reduced consumption of refined carbohydrates—such as sugar, white flour, crackers, candies, white rice, pastries—is significantly beneficial to your health. Those usually calorie-rich foods generally have a higher Glycemic Index. (GI is the rate of digestion or how quickly a food breaks down in your system. The faster the breakdown, the higher the GI. The slower the breakdown, the lower the GI. This index ranges from 0 to 100.) Simple carbohydrates with high Glycemic Indices can cause broad swings in your blood sugar levels, which influence weight gain/loss and overall health.

Avoid All Junk Food: Junk food includes potato chips, cookies, taco chips, any sweetened snack food, sugared soft drinks and beverages, and other packaged munchies.

Limit Fat and Cholesterol Consumption: Limit fat to 30 percent of total calories. High-fat diets are associated with an increase in cholesterol and cancer. Use all fats sparingly, including butter, margarine, oil, salad dressing, and mayonnaise. Use low-fat dairy products. Avoid fried and greasy foods. Limit desserts. Increase your intake of fish and skinned chicken. Moderate your consumption of red meat because it has the highest content of saturated fat, compared to other meats.

Limit Alcohol: Limit your alcohol intake to a maximum of two drinks per day. (One drink is a can of beer, a 6-ounce glass of wine, or a shot.) Alcohol in excess can increase risk of high blood pressure, liver failure, and heart disease. **Note:** *There is research that states the moderate intake of red wine (one glass per day) can decrease certain heart disease.*

Avoid Quick-Fix Prepared Foods and Fast Foods: It is so easy to go to your freezer and just throw a pizza into the oven or pop a pre-made dinner into the microwave. Many of these prepared foods, however, are heavy in saturated fats or additives, to increase their shelf life. **Note:** *Some of these additives can increase your hunger cravings and cause weight gain.*

Increase Your Fruit and Vegetable Intake: Eat fresh fruits and vegetables with each meal. Add a salad instead of fries to your meals. Replace cakes and sugary desserts with portions of fruit.

Increase Fiber-Containing Foods: These are whole grains, brown rice, beans, fruits, and vegetables. A diet high in these food groups helps decrease cholesterol and protects against cancer and heart disease.

Limit Coffee and/or Your Caffeine Intake: Caffeine can adversely affect and alter your adrenaline levels. Stress levels can increase as a result of the many side effects that come from too much caffeine.





Choose Lean Meats: Many recommend that meat be avoided entirely. For most, this is not practical or even desirable. By simply being more discerning and choosing lean cuts instead of high-fat options, you will reduce your fat intake.

Consider Taking a Natural Supplement or Multi-Vitamin: Stress and lack of balanced nutrition decrease your body's nutrient level. To counter this, we suggest you consider taking a quality vitamin supplement. As with processed foods, all nutritional supplements are not the same. Do your homework. Select a reputable brand with proven absorption levels.

SPECIAL NOTE:

We encourage you to select and work with health practitioners who have a holistic approach to your wellness and to stress prevention. Drugs can be helpful but generally are not a cure—just as pain killers can relieve your headache, they do not address its root cause. Keep this in mind as you seek help from health professionals and as you develop your health plan.

New Directions for Growth

Using your responses from the **Stress Indicator**, identify the key areas you would like to improve in your Nutritional Health levels.

Online Stress Indicator and Health Planner (SIHP)

© 1990-2011 Consulting Resource Group

Health Behaviors

Aerobic Exercise: The term “aerobic” literally means activity with air. To function, the muscles require oxygen; their need for oxygen increases when your body is engaged in steady movement. Aerobic exercise refers to any type of activity where the heart rate is elevated above the resting heart rate level in response to sustained movement. Examples of aerobic exercise are brisk walking, jogging, swimming, aerobic dance, cycling, and cross-country skiing.

The benefits of aerobic exercise are an excellent way to lose weight and keep it off.



- It helps build strong, healthy bones (*to help prevent osteoporosis*)
- It enhances self-esteem
- It increases energy for daily living
- It provides protection against heart disease in reducing coronary risk factors by:
 - *decreasing LDL (bad) cholesterol*
 - *increasing HDL (good) cholesterol*
 - *decreasing blood pressure, and*
 - *encouraging more efficient use of blood sugar*
- It helps control physical and emotional stress
- It helps relieve depression and anxiety

The three elements which comprise a complete exercise program are:



1. **Frequency:** three to five times per week.
2. **Intensity:** 60 to 90 percent of maximum heart rate. (If you don't know your maximum heart rate, discuss it with a health consultant or physician.)
3. **Duration:** 20 to 30 minutes per session, for a total of 2 to 3 hours minimum per week.

Lifestyle Exercise: To sustain your commitment to exercise, exercise needs to fit into your interests, motivation, or whatever you define as enjoyable. Some individuals are more likely to commit to exercise when others are involved, such as team sports or partner-based activities. Team sports include volleyball, basketball, soccer, and hockey. Partner-based activities include tennis, squash, racquetball, golf (only when walking the links: powercarts don't count!), and martial arts. Other individuals like to hike alone.

What you do does not matter, as long as you do something! Even dancing, when continuous, meets the exercise criteria. If you include a friend or significant other in your activity, you can address your life balance and your relationship, while you improve your overall fitness and your wellness levels.

Strength Training: More and more research is revealing the importance of strength training as part of your desired health behaviors. Strength training helps a person maintain muscle and bone mass. As we get older, both diminish. Unless we do something about it, our overall body mass will actually shrink and atrophy.

Smoking: There are many reasons to quit smoking or quit chewing tobacco. Cigarette smoking is a major cause of coronary heart disease in both men and women. Smoking is also associated with many types of cancer and chronic obstructive lung disease. Most smokers would like to quit but they don't know how to do it successfully. Sufficient motivation is important. Most people who have been successful at quitting have made personal pacts with themselves. Studies have shown that many times, smokers have quit during transition times in their lives. The required motivation and timing are best known to the specific smoker.

SPECIAL NOTE:

If you have any risk factors for heart disease—such as smoking, high blood pressure, high cholesterol, or Type A behavior—it is strongly recommended that you see your physician or a fitness consultant before starting an exercise program. A treadmill stress-test may be recommended.

New Directions for Growth

Using your responses from the **Stress Indicator**, identify the key areas you would like to improve in your Health Practices.

4. Time/Self-Management

SECTION FOUR: Time-Stress Assessment						Score	30
<i>Low</i>		<i>Moderate</i>			<i>High</i>		
25	30	35	40	45	50	55	

		Time-Stress Assessment	
2	91.	I never seem to find enough alone time.	
4	92.	I feel pulled in many directions by the needs and expectations of others.	
4	93.	I have difficulty separating home and work.	
4	94.	I find it difficult to find time with family and friends.	
3	95.	I rush even when it is not necessary.	
2	96.	I feel overwhelmed by large tasks and projects.	
1	97.	I feel disorganized and have difficulty setting priorities.	
1	98.	I tend to please others too often and don't do what I want or need to do.	
1	99.	I have difficulty delegating to others or asking for help.	
1	100.	Distractions and interruptions keep me from accomplishing my goals.	
1	101.	I spend too much time on tasks because of my perfectionist tendencies.	
2	102.	I am overloaded by too many projects.	
2	103.	I am overwhelmed by demands on my time and energy.	
1	104.	I have little control over my time because I have so many obligations.	
1	105.	I have difficulty taking time for myself.	
30		Time-Stress Assessment Score (Total of all the numbers in the boxes above.)	

Most people feel they do not have enough time to do everything they want or need to do. Without realizing it, they feel helpless and out of control with respect to managing their time.

Gaining **inner** control over your time and your life will move you in the direction of meaningful goals and will allow you a greater sense of spontaneity and flexibility. Time management is really self-management; it is learning how to manage yourself with respect to time so that you replace less important goals and activities with more important ones. Technically, people cannot and do not manage time; they can only manage the activities, priorities, and choices that fill their time. The way that some people successfully frame their time and choices distinguishes them from those who do not.

Suggestions for Improvement



- Establish your core values and make choices based on those values. CRG's **Values Preference Indicator** can assist you in this process.
- List your long- and short-term goals.
- Prioritize your goals by comparing them to your core values and your long- and short-term objectives.
- Create your activity list. Include all important items.
- If an activity will take less than 2 to 3 minutes, do it right now. There is no benefit in putting it on a to-do list.
- Learn to say No to lesser priorities and to other people.
- If something has been on your to-do list forever, ask yourself if it really should be there. Do it now or get it off your list.
- Document your activities in writing, starting with the most important. Often, more time is expended in thinking about what you are going to do than in actually doing it.
- Learn to delegate tasks to others, even if you have to pay others for their time.

Do related tasks in a "cluster." For example, make telephone calls for a period of 30 minutes; schedule an hour for your letter-writing tasks; meet with your clients in the afternoon, etc. The structuring of time by **task** as well as **by priority** is very effective for most people.

Many time-management systems are available in the marketplace; each wants to teach you that its way is best. We suggest that each individual is unique; the way you manage time-related stress and pressure is best based on what works for you. The ideal solution for you might be a combination of several strategies. Again, in the end, your approach must work for you.

Learn Relaxation Skills: Relaxation can help with time stress. It helps you clear your mind and better prepare yourself for the activities ahead. Thinking is more difficult to do when you feel overwhelmed. Learning to practice relaxation can reduce the negative physical and emotional effects of too much stress.

Relaxation techniques produce a state that is opposite to the stress response and helps the body release chronic stress. Techniques include progressive muscle relaxation, biofeedback, guided imagery, meditation, and autogenic training. Learning relaxation techniques can be helpful in decreasing anxiety and tension and in lowering blood pressure. Find 10 to 15 minutes each day for a relaxation and/or stretching exercise and you'll begin to feel the difference. In addition, doing deep breathing exercises throughout the day is effective in relaxing the body and mind.

New Directions for Growth

Using your responses from the **Stress Indicator**, identify the key areas you would like to improve in your Time-Related stress.

5. Occupational Stress

SECTION FIVE: Occupational Stress Assessment										Score	69	
Low		Moderate						High				
75	70	65	60	55	50	45	40	35	30	25		

Occupational Stress Assessment

- 4 106. I feel supported by my supervisor/manager (for entrepreneurs—family, peers, and friends).
- 5 107. I feel my work/business is challenging and offers me the opportunity for advancement and growth.
- 4 108. When my responsibilities at home conflict with my job/business, a solution is easy to find.
- 4 109. I love my job, responsibilities and/or business and there is no other career/business I would rather be doing.
- 5 110. I rarely find myself working late and taking work home because of too much to do.

- 5 111. My co-workers (employees, friends, or family) respect me as a competent individual.
- 4 112. I find healthy ways to cope with excessive job stress.
- 5 113. My physical work environment is enjoyable to me.
- 5 114. I am sure about what is expected of me in my job or what I have to do in my business to succeed.
- 4 115. Those with whom I work or conduct business have similar goals and values to mine.
- 5 116. I feel liked and valued by my co-workers (employees or peers).
- 5 117. I feel I receive adequate recognition and reward for the work I do.
- 5 118. I enjoy the lifestyle (days and hours) my work or business requires or provides.
- 4 119. I am paid/earn enough for what I do.
- 5 120. I have the required skills, training, and competencies to successfully fulfill my role and responsibilities.

69 Occupational Stress Assessment Score

(Total of all the numbers in the boxes above.)

Many aspects of the work/business setting contribute to stress: environmental, structural, job, work and business responsibilities, and interpersonal. In addition, the latest research reveals that 70 to 80 percent of individuals dislike their jobs—their responses range from mild irritation all the way to loathing. In fact, only 10 percent of the population is passionate about their career or work. All this can add up to a lot of stress for individuals in the workplace or in business.

Here are some strategies and ideas to consider to reduce your occupational stress.

- First be clear about the type of roles and responsibilities that you not only enjoy and find fulfilling, but those where you do—or could—excel.
- Make sure the nature of the work/business you are doing matches your preferred work style or behaviors. The [Personal Style Indicator](#) and [Job Style Indicator](#) are very powerful resources that can help you. If you own your own business or if you are in sales, consider completing the [Entrepreneurial Style and Success Indicator](#) or the [Sales Style Indicator](#), respectively.
- To proactively deal with stress-related issues, apply all the other stress and health techniques previously mentioned in this **Health Planner** to your work/business situation.
- Sometimes, a minor change can result in a major improvement. Shifting work/role priorities and taking on others, for which you are better suited, can make a big difference in your health.
- Ask or request support where appropriate and possible. Having competent team members and delegating tasks are important to this process.
- Put the big rocks—family and important relationships—into your schedule first, before work or business obligations take away all your time.
- Be real about how you are contributing to your own stress levels by the way you react or respond to work-related activities.
- Learn to take care of yourself in the work/business environment.

New Directions for Growth

Using your responses from the **Stress Indicator**, identify the key areas you would like to improve in your Occupational stress.

Health Planner: Your Reasons to Improve

- If you are completely satisfied with your Stress and Wellness level, we congratulate you. You are part of the minority.
- If you are part of the majority of individuals who want to improve their overall wellness, please take a moment to respond to the two questions on this page.

Change is never easy, especially if a person has not taken the time to identify or document the reasons and/or benefits of change. Many have set goals or new directions for their health but they don't stay on the course. Why? They forgot to confirm the reasons and/or benefits to themselves.

Why is it important to you (*if it is*) to improve your overall level of wellness and health?



Consulting Resource Group International, Inc. (CRG) is in the humandevlopment and publishing business. CRG has been Enriching People's Lives throughout the world for over 25 years!

Our Mission is to transform and equip individuals, teams, and organizations to realize their full interpersonal, mental, emotional, physical, financial, and spiritual purpose and potential, through the learning experiences we design and publish. Over 1,000,000 people in 5500 + organizations worldwide, in eight languages, have benefited from our print-based and/or online assessments, resources, and complete-program solutions. Our 100 + resources are utilized by HR and training departments in Fortune 500 companies with senior executives and staff, in career centers, smallbusiness owners, direct-selling organizations, educational institutions, church groups, parents, and students.

Our Vision is to be globally acknowledged as the Number One resource center for personal and professional development for personal and professional developers. Our ever-expanding global network of Licensed Associates serves local needs throughout the world. Through our training sessions, we equip internal and external consultants, coaches, trainers, speakers, counselors, educators, and HR professionals on the use of CRG resources.

Canada: PO Box 418 Main
Abbotsford, BC V2T 6Z7

USA: PO Box 8000 PMB 386
Sumas WA, 98295-8000

Telephone: 604.852.0566
Fax: 604.850.3003
Website: www.crgleader.com
email: info@crgleader.com

CRG provides an entire family of fast-paced communication and learning tools that help you understand yourself better-your personal style, leadership skills, learning styles, values, and much more. Our assessments are not tests that can be passed or failed- they are completely self-administered and self-scoring. We place the emphasis on the person and his or her development, rather than on the assessment.

