

Smart when it matters. Should I be ..?

Activity 1

STEP 1: RECOGNIZE

Recognize any emotion that you may experience that you believe leads to a response or behaviour that:

- Limits your potential, performance or results
- Harms your relationships with important people in your life
- Reduces your happiness

Examples of emotions could be, feeling stressed or too busy, irritation, uncertainty, anger, frustration, hurt ..

Teach yourself to recognize the signs that you get from your body / mind that you are going to have this emotion – do you feel nervous, anxious, does your body temperature rise or your stomach

STEP 2: EVALUATE

Ask yourself “ Should I be ..” as soon as you become aware that you are having or will have the emotion.

The answer can only be yes or no.

STEP 3: RESPOND

The Should I question will trigger “ Smart when it matters” and you will be able to respond to the situation with access to your existing ability “ the best you can”

Guide lines. Should I be ..?

Activity 1

Apply Activity 1 - Smart when it matters for the next 4 weeks

Keep notes on how applying the Activity 1 has influenced your;

- levels of stress
- relationships with the people
- performance or results
- general feeling of wellbeing

Reflect on your notes and please send your reflections to me at ben@benna.fi latest by 10 December 2016

Your reflections and insights will be held in the utmost confidence.

PARKING

Recognize, Evaluate, Postpone, Attend

Activity 2

Purpose:

To reduce “worrying and stress about unresolved issues”

To improve quality of sleep.

To improve focus and and Situation Smart

How to do it:

1. **Recognize** thoughts about unresolved issues going through your head before falling asleep or when it distracts you from focusing on an important meeting, discussion or person.
2. **Evaluate** the importance of the unresolved issue and schedule a specific future time to attend to the unresolved issue. (Park the issue)
3. If the unresolved issue is important and urgent or VIP (Very Important Problem) – agree to **postpone** attending to the issue (parking) and agree to attend to the issue at the earliest future time slot that you have available OR create a time slot as soon as you can to attend to the unresolved issue
4. If the unresolved issue is important but not urgent agree to park the issue and attend to it during a specific future time – Try to set a specific regular parking time in your calendar eg. Fridays from 14.30 to 15.30 or Mondays and Thursdays from 13.00 to 13.30. You decide
5. It is vital that honor your parking agreement and attend to the issue at the time that you have agreed with yourself

Guidelines. Parking

Activity 2

Apply Activity 2 - Parking for the next 4 weeks

Keep notes on how applying the Activity 1 has influenced your;

- quality of sleep
- levels of stress
- relationships with the people
- performance or results
- general feeling of wellbeing

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