

2 – DAY INNER MASTERY - TECHNIQUES IN TIME MANAGEMENT & STRESS RELIEF



Introduction

“The truth is that stress doesn't come from your boss, your kids, your spouse, traffic jams, health challenges, or other circumstances. It comes from your thoughts about these circumstances.”

- Andrew J. Bernstein -

One of the greatest contributions of psychological science to human understanding is that prolonged stress is toxic. There are some who experience so little stress that they suffer from a lack of motivation to do anything significant with their days. For many of us in today's fast-paced world, though, a more common concern is having too much stress. Research shows that prolonged stress contributes to a variety of problems, including poorer physical and mental health, poorer relationships, and worse job performance.

Obviously, some individuals need to be busy. For instance, some people have to do whatever is necessary to meet their family's basic needs for adequate food, shelter, safety, and health. However, there is a certain point in every person's life where busyness can be toxic and unbalanced.

Did you know you have a large number of capacities you are not using at full throttle? There is a lot more you can do to manage your stress than you think. Much of it resides in building up your inner capacities. This Inner Mastery program will give participants methods, tips, techniques and tools for inculcating habits to achieve a better sense of well-being, and be more able in addressing challenging and stressful situations.

Course Objectives

By the end of this course, you will be able to:

- Tweak your choice of words to influence your psyche
- Inculcate the habits to develop a positive and optimistic mindset
- Develop effective thinking patterns for a more desired outcome
- Know the components of good mental health
- Assess their resiliency and have concrete ways to improve it
- Have a change in perspective to endure difficult times
- Use techniques for mind-body relaxation and have a better understanding of stress

Methodology

- Theories & models
- Post test, review & recap
- Group exercise & discussion
- Workbook
- Q&A
- Videos
- Role play

Who Should Attend?

- All levels of employees



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Course Outline

MODULE 1: MENTAL HEALTH 101

- The 4 Abilities that Characterises Good Mental Health
- Providing Support: The Do's and Don'ts
- Hot Water and The Drowning Climber – Lessons in Resilience
- How Resilient Are You? – A Self-Assessment
- Bio-Psycho-Socio: A Three-Pronged Approach

MODULE 2: WINDOW TO THE WORLD

- Language That Empowers
- Perspectives: Ineffective vs. Effective Paradigms
- Life Orientation Self-Assessment
- Rewiring the Brain to Think More Positively and Optimistically
- The 2 Components Underlying Happiness and Ways to Increase It
- Circles of Concern and Influence

MODULE 3: PRIORITIES & ALIGNMENT

- The Glass Jar: Stones and Pebbles
- The Urgent/ Important Matrix
- 9 Ways to Overcome Procrastination
- Finding Your Personal Values and Aligning Them with Your Goals
- Knowing Your Organisational Vision, Mission, and Goals
- Aligning for Success
- Overall Wellbeing: The Wheel of Life

MODULE 4: INNER CONTROL

- The Basics: A Healthier Outlook
- How Stressed Are You? Let's Find Out
- The Triple-A Approach
- Deep Breathing and Mindfulness: A Practical Guide
- Mind-Body Relaxation Techniques with Hanna
- Lessons in Emotional Intelligence
- The Yin and Yang of Self-Compassion

MODULE 5: OUR CHALLENGE TO YOU

- Creating a Stress Log
- Week One: Recording Events
- Week Two: Identifying Stressors and Creating a Plan
- Week Three: Creating New Habits
- Reviewing and Evaluating

MODULE 6: WRAPPING UP

- Learning Points and Key Takeaways
- Post-Test
- Commitment Pledge, Action Plan and Evaluations

