



CORPORATE PA SUMMIT

14 May 2018, Cordis Hotel, Auckland

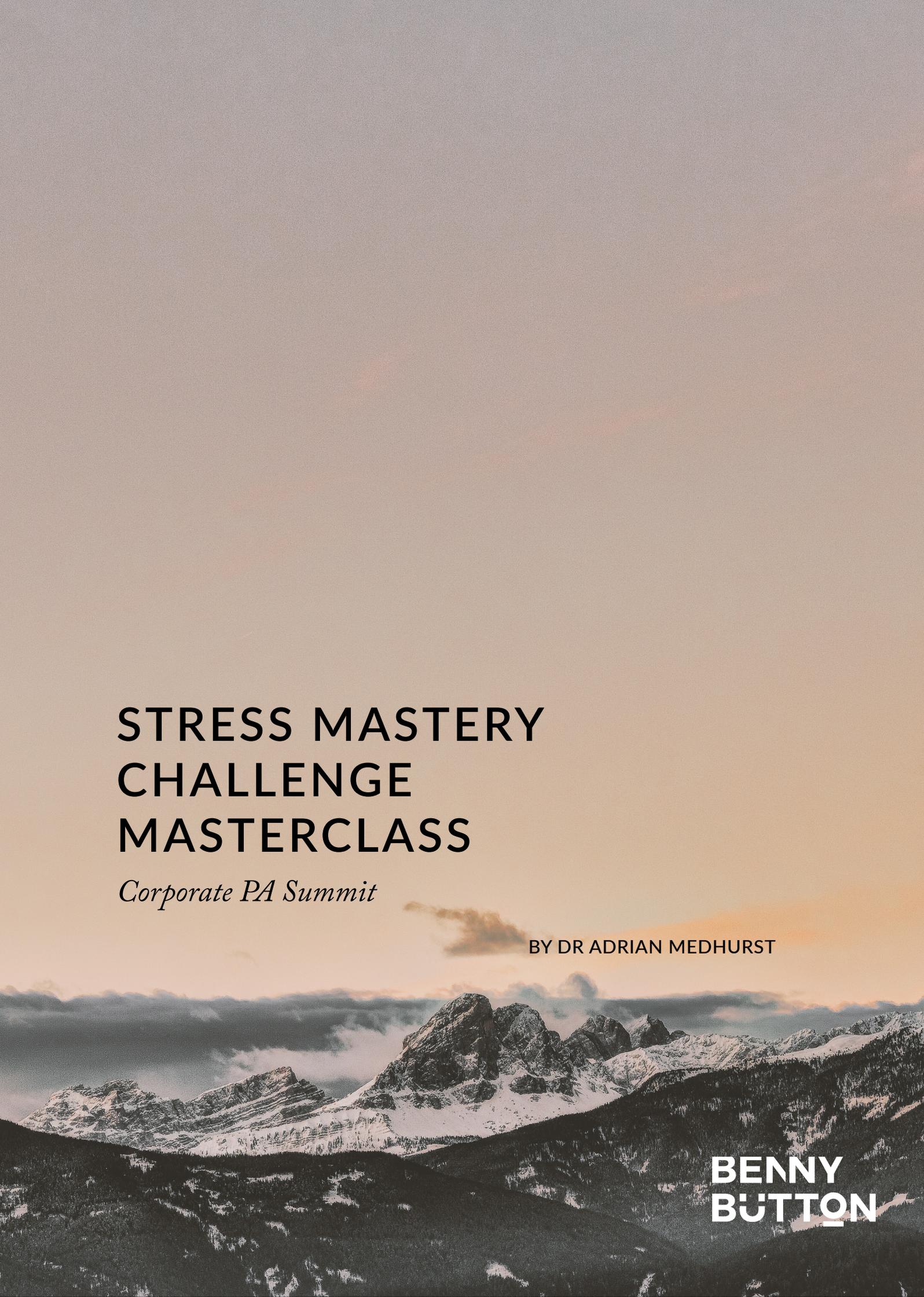
Your masterclass workbook

The EA/PA Stress Mastery Challenge

Led by: Dr Adrian Medhurst



www.corporatepasummit.com



STRESS MASTERY CHALLENGE MASTERCLASS

Corporate PA Summit

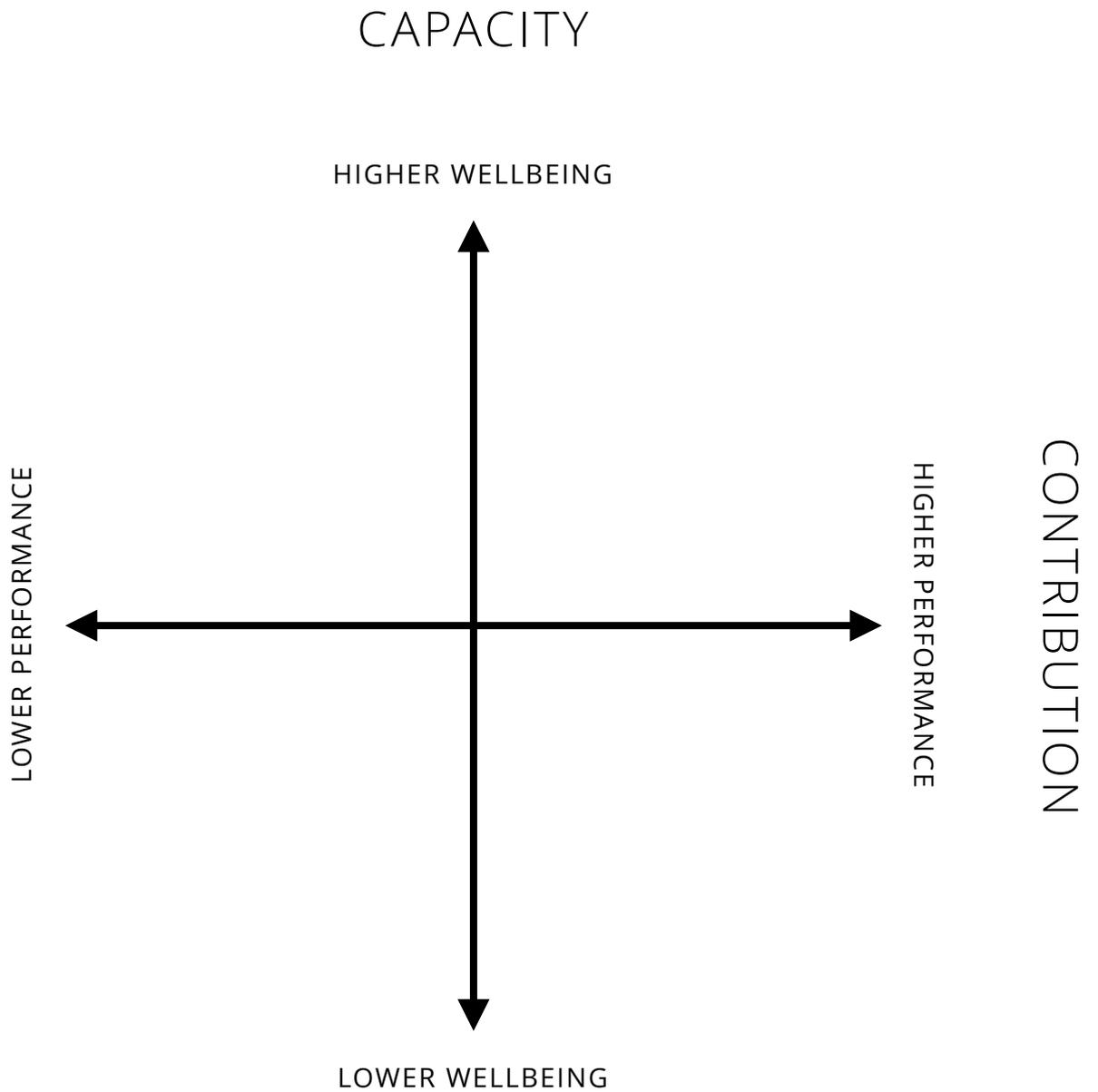
BY DR ADRIAN MEDHURST

**BENNY
BÜTTON**

*“It takes practise to move
from KNOWING better,
to BEING better.”*

-DR ADRIAN MEDHURST

HEAT MAP



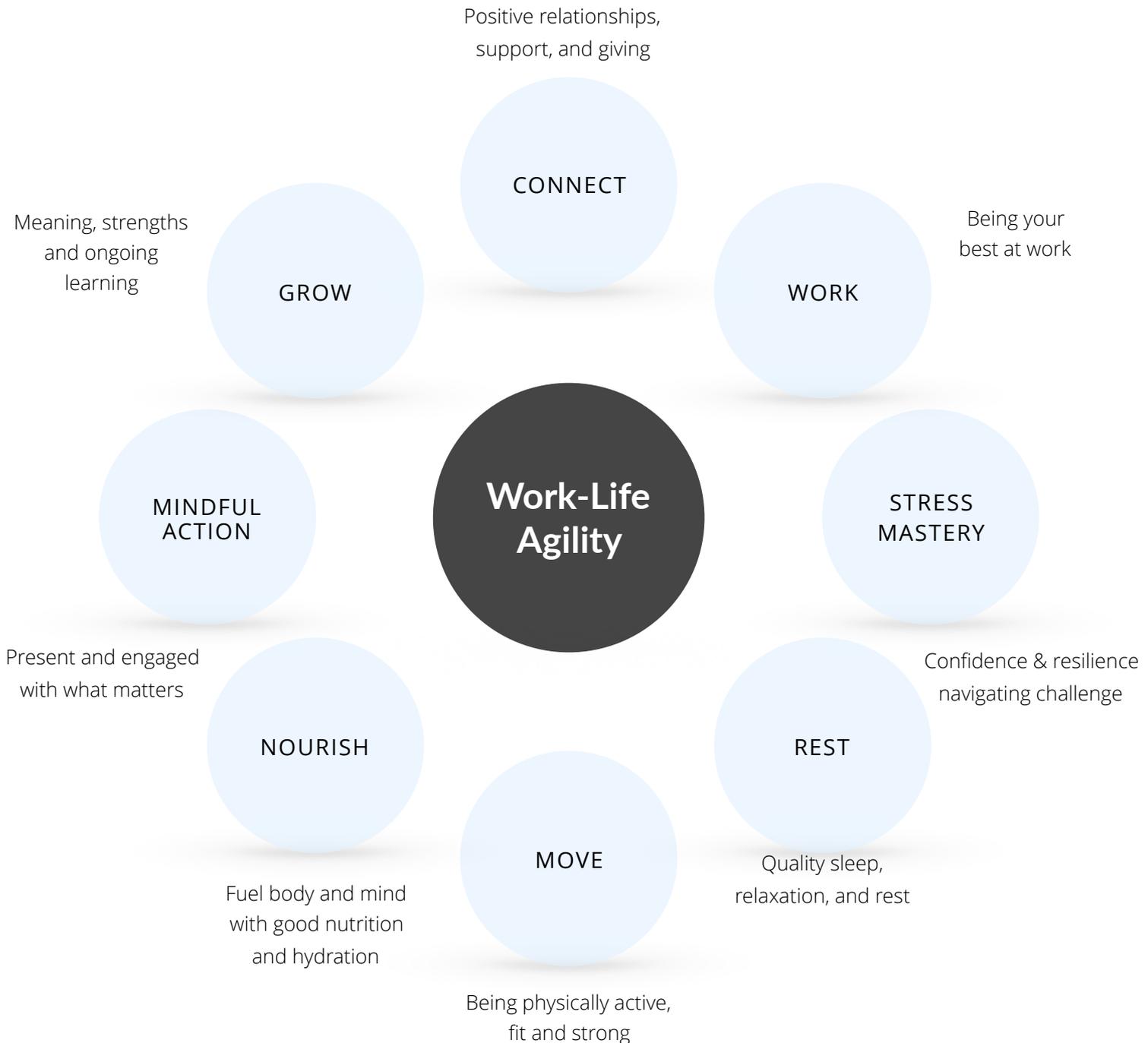
Notes:

WHAT IS MOST IMPORTANT TO YOU?

“Begin each day with the blueprint of my deepest values firmly in mind, then when challenges come, make decisions based on those values.”

-STEPHEN COVEY

WELLBEING-PERFORMANCE FACTORS



“Life is a decathlon, not a sprint”

-DR ADRIAN MEDHURST

STRESS

A state that activates the body and mind to work through something perceived as challenging.

TYPES

Acute

Episodic

Chronic

DOMAINS

Physical / Psychological

Vocational / Financial

Relational / Social



Additional Tips:

Use a broader vocabulary to be more specific about the 'stress' you are experiencing.

e.g. Is it stress, or is it 'pressure' or 'challenge' or 'discomfort' or 'confusion' or 'overwhelm' or 'anxiety' or 'distress' or 'hurt'?

When you can more clearly what you are experiencing you can better select a stress mastery strategy that fits your situation.

BENEFITS?

What would the future be like with greater stress mastery?

COSTS?

What would the future be like if you neglect to build stress mastery?

STRESS MASTERY

Stress Mastery:



MINDSET



MEANING



MINDFULNESS



MASTERY

STRESS MINDSET MATTERS

Propositions:

1. Stress is helpful.
2. Stress can be good for you, and
3. You can get better at it!

“It’s not stress that kills us, it’s our reaction to it”

-HANS SELYE



QUESTION.

How has stress helped you?

In what ways have you benefitted from stress?

Describe experiences of stress that led to learning, growth, improved knowledge and skills, the achievement of important goals, something positive happened that you valued...

MINDFULNESS

Mindfulness means:







MINDFULNESS PRACTICES

Structured

Situational

*“Mindfulness must be engaged.
Once there is seeing, there must be
acting. Otherwise, what's the use of
seeing?”*

– THICH NHAT HANH, PEACE IS EVERY STEP: THE PATH OF MINDFULNESS IN EVERYDAY LIFE

MORE MASTERY TIPS

MASTERY
EXPERIENCES

How have you effectively navigated challenge in the past?

MODELLING

Who can you look to as a role model in the areas you experience challenge?

MOTIVATORS

Who can you gather around to support you and encourage you?

MANAGE YOURSELF

What mindfulness skills can you practice that will help you manage your psychological and physiological state through times of challenge?

WELLBEING-PERFORMANCE METHODOLOGY

This is Benny Button's systematic wellbeing-performance methodology. There are three core pillars and 3 phases through which cultural evolution cycles.

Evolve <i>Be the best you can</i>	INTEGRATION Continuous learning and improvement culture.	CULTURE Cultivate environments where diverse people thrive.	LEADING Role models create culture change.
Transform <i>Do what needs to be done</i>	INNOVATION Evidence-based design and delivery.	COMMITMENT Dedicate effort and collaborate continuously.	LIVING Consistent and deliberate practise drives progress.
Explore <i>Know what you need to do</i>	INTELLIGENCE Data insights underpin investment.	CAPABILITY Measure and model capability and climate.	LEARNING Self-exploration, growth mindset and learning.
	ORGANISATION	LEADERSHIP	PEOPLE



Notes:

REST

On a scale of 0-10 (0 [No Good] – 10 [Awesome])

How satisfied are you with the quality of your rest, sleep and relaxation time?



SLEEP

UNHELPFUL HABITS

HELPFUL HABITS

RELAXATION

UNHELPFUL HABITS

HELPFUL HABITS

Rest Focus:

REST

“I have one piece of advice for you: sleep your way to the top”

–ARIANNA HUFFINGTON

Mindfulness practices

BREATH FLOW

Slow, gentle breathing (count breaths or do calming visualisation)

BODY SCAN

Rest your attention with your body parts in sequence scanning from head to toe. Be open to any sensations and allow them to ease with each exhale breath.

GRATEFULNESS

Reflect on things in your life you appreciate that bring you meaning and comfort. See if you can identify 3 things from your day that you are grateful for.

KINDNESS

Mentally repeat kind phrases - sending positivity to yourself and others.

e.g.

“May I be...”

“May others be...”

(at ease, calm, happy, fulfilled, etc.)

Basic Sleep Tips

1. Keep your bedroom dark, quiet, and cool (between 60 and 67 degrees).
2. Switch off screens and digital devices 30 minutes before bedtime.
3. No working in bed - only sleep and sex.
4. Don't charge your phone next to your bed.
5. No caffeine after 2 p.m.
6. Wind down by reading a non-work related book - if on an eReader make sure it doesn't emit blue light.
7. Cup of calming tea to your taste: Peppermint, Chamomile, Lemon Balm, Calm body and mind with a relaxing cup of non-caffeinated tea.

BONUS POINTS

Tip #4 bonus: All digital devices out of your bedroom.

Tip #5 bonus: Chocolate has some caffeine - cut it back or swap it out for something caffeine and sugar free like tea.

Adapted from Arianna Huffington's -

12 TIPS FOR BETTER SLEEP

RELAX & RECOVER

Mindful Action - Breath and Body practices 3-5 minutes+

MOVE

Yoga exercises, Brisk walk, HIIT activities (e.g. Burpees, Star Jumps, pushups against your desk, squats or lunges).

NOURISH

Easy to digest with protein for slow energy release (avoid peak-trough cycle like 3pm chocky bar will do).

REST

'Short' Nap (note: sometimes a mindfulness practice will become a short nap. If your body is saying you need it, take it. Make it around 26 minutes like the astronauts because the scientific data is compelling. Longer naps are unlikely to serve you.

REST

Replenish energy - do a rejuvenating activity to recover energy. Something you value and enjoy works best.

CONNECT

Relationships - go chat to someone energising (especially good if you are working in an environment where social engagement is limited & if you are an extravert.) Connect to nature - get outside and breathe in some fresh air in natural surroundings.

Additional Tips:

SAY NO

Sometimes recovering energy can be as simple as 'not doing' something

SIMPLIFY

Reduce unnecessary complexity to conserve and replenish your energy

SLOW DOWN

Being in a rush depletes our energy and reduces our productivity. Seriously, you will be more efficient and productive if you slow down and act mindfully.

25% of your daily energy is consumed by your BRAIN



Tip:

If you spend time on activities that are unfulfilling or unhelpful, you are depleting yourself of precious energy.

What daily routines will reserve your energy?

What daily routines will replenish your energy?

MY PLAN

VISION /
MISSION

GOALS
>1MTH
(LONG-TERM)

GOALS
<1WEEK
(SHORT-TERM)

STEPS /
PRACTICES
<48 HRS
(NOW)

Building Routine Steps / Practices

SIMPLE

80-100% success

TARGET

50-80% success rate

STRETCH

30-50% success rate

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