

The Continuum Edge

RESOURCES FOR EVERYONE

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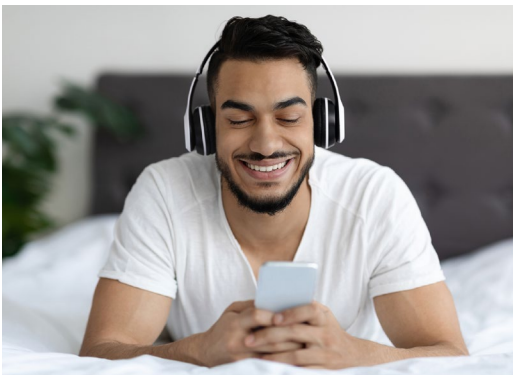
MENTALLY PREPARE FOR A BETTER DAY

Often, our mood or emotional state is dictated by what's happening around us at any given moment, and we react to each situation as it occurs. However, we have the power to make choices about how we feel and respond.

Taking time before work and mentally preparing for the day is a perfect opportunity to practice this life skill. Doing so allows you to work as the real you with an unforced, positive frame of mind.

HOW TO DO IT:

- **Meditate:** Spend 15 minutes in mindful meditation to clear your mind and visualize positive expectations and outcomes for the day.
- **Use deep breathing exercises:** Deep breathing exercises improve focus and concentration. This calms you and helps the visualized messages sink in and feel more certain.
- **Listen to motivational podcasts:** Motivational podcasts (or tapes) shift your focus from negative thoughts to positive ones and they can excite you about possibilities that boost your mood.
- **Create your own playlist of uplifting songs:** This works because upbeat songs release neurotransmitters like dopamine, which lift your mood.
- **Reflect on gratitude:** What are you thankful for? Practicing gratitude has numerous payoffs, but one that will show at work is your more optimistic perspective where challenges are viewed as opportunities. (This is called having a "growth mindset.")
- **Be intentional:** Don't let your day just simply happen. This means planning not just what you want to accomplish, but also how you would like to feel today, taking charge of your mood and what happens to it.



DEALING W/ DIFFICULT PERSONALITIES

A thousand books exist on “dealing with difficult people.” Nearly all elaborate on skills, labels, interventions and coping strategies. But there is an overarching skill for having fewer problems with difficult personalities, and it is your ability to build a foundation of trust with co-workers.

The vast majority of workplace problems relate to communication, and building a foundation of trust makes good communication thrive. Issues and problems are more quickly and more frequently addressed. There’s increased transparency, a more positive workplace, reduced fear among workers, fewer suspicions, less wasted energy, and more valued constructive feedback.

Tip: Check out the guide sheet on building a foundation of trust found at www.entrepreneur.com. (Search “build trust infographic”)



STRESS MANAGEMENT TIP: DON'T WAIT TO ENRICH YOUR LIFE

“I’d love to learn Italian...Volunteering at the children’s hospital would be so satisfying... Someday I will learn to play the guitar...”

What are you waiting for? Start now! Pursue the satisfying activities you dream of today rather than waiting for the “perfect” time. These enriching activities can give fulfillment and joy and directly enhance your well-being, productivity and help prevent burnout. When you are happier and more content, your productivity increases because a positive mindset fosters creativity, better problem-solving skills and improved focus. This even helps you be more engaged on the job. Start, if needed, in the smallest way possible to help bring balance to your busy life.

SMALL HABITS WITH BIG BENEFITS

There’s power in performing small, routine behaviors that organize our lives and help maintain our mental health. Something as simple as making your bed each morning can be a helpful mental health practice. Surprisingly, however, only 38% of adults do it. Making your bed sets a positive tone for the day. It gives you a quick win and the chance to experience some approving, positive self-talk. The task clears mental clutter and gives you a sense of order and control. This boost in mental clarity and self-esteem can even carry over to other tasks and goals in your life.

Statistics: [Sleepdoctor.com](https://www.sleepdoctor.com) (Search “make your bed”)

