
WEEK 3

PERSONAL EXPERIENCE OF STRESS

I FEEL STRESSED WHEN ...

I STRESS MYSELF BY

WHEN I AM STRESSED I ...

AUTOPILOT THOUGHTS

EITHER - OR

Separating the world into black or white; 100% or nothing.

FILTER

Focusing on the negative and ignoring the (perhaps even predominantly) positive.

DOUBTING THE POSITIVE

Praise and positive feedback are questioned. Criticism and blame are not questioned.

OVER-GENERALIZING

After a bad experience, one concludes that one will always have the same experience in a similar situation in the future.

MIND-READING

Thinking one knows what the other person thinks and reacting to this assumption.

BLAMING

Spending a long time considering who is to blame for something that has happened.

PREDICTING THE FUTURE

You think you know what will happen in the future and you act accordingly in the present.

IF ONLY

Being annoyed about past events and thinking about what could have been different, if

PERSONAL RESPONSIBILITY

Feeling responsible for the other person's mood, actions and reactions.

BELIEFS

„I HAVE TO DO EVERYTHING
PERFECTLY" /
"I AM NOT ALLOWED TO MAKE
ANY MISTAKES" (VALUE I)

This BELIEF involves striving for perfection, completeness, and thoroughness in everything one does. As a rule, one expects such behavior from others as well. People who follow this belief

- always want to do everything very thoroughly
- tend to over fulfill tasks
- put perfection first, without regard to time (and cost)
- strive for recognition for an absolutely flawless performance
- often demand the same from others
- tend to justify themselves
- are often obsessively performance-driven. Most of the time, they focus too much on details, and want to know all background information and details exactly.

In addition at the end these people only see that, which is still missing to reach perfection, and not what they have already accomplished. This "negative outlook" can also lead to the fact that positive things that one has done or that others have done are simply taken for granted. Perfectionism often leads to an imbalance between time spent on the actual work and the outcome.

„HURRY UP!“
(VALUE 2)

This BELIEF makes us do everything quickly. To answer quickly, to speak quickly, to eat quickly, to run quickly through life It is a call to rush and leave the present moment. It does help us to be decisive, productive and efficient. However, if a person with this belief hurries too much, they appear to others as restless and impatient. These people may even be running after so many things that they no longer have time to be happy, or they may be moving so fast that mistakes happen or even a disaster occurs, which in turn forces them to slow down.

"TRY HARD!"
"WORK YOUR BUTT OFF!"
(VALUE 3)

Those who follow this BELIEF make a big deal out of everything and thereby often confuse themselves and others. They try to make others work as hard with them as well. Whoever is under the influence of this belief follows the parole: "never give up!" and "Do not rest and enjoy". They want to be rewarded for accomplishing difficult tasks and avoid defeat or control from others.

"EVERYBODY MUST LIKE ME"
"I HAVE TO FULFILL EVERYONE'S
NEEDS" (VALUE 4)

With this BELIEF, other people's needs are always more important than one's own. People with this belief feel responsible for making other people feel good. They please others; because it is important to be appreciated and acknowledged by others and to be popular. This belief fosters kindness and "peace." In addition, it is a warning against conflict and an admonition not to assert one's own needs. This belief helps people to have good relationships with other

people. By exaggerating this belief, people can appear insincere and manipulative. People having this belief can get the feeling that they always have to be there for others and do not get any emotional nourishment themselves. Whoever is under this driver feels responsible for the well-being of others and only feel valuable when everyone is satisfied with them. They normally fear being rejected.

“ALWAYS BE STRONG”
“DON'T SHOW EMOTION”
(VALUE 5)

This BELIEF says: "Don't show yourself". People with this belief want to be a role model, keep their composure, show strong consistency and ideally get through everything on their own. Just don't take any help from others - under the motto "I'll solve my problems myself". This belief is a call to heroism at all costs and a warning against showing feelings or being sad. People with this belief want to gain security, be in control of their feelings, and avoid any kind of vulnerability or dependency. The belief helps the person to be careful. Others may experience these people as withdrawn, as indifferent and / or as emotionally cold. Inner belief: "Nobody is allowed to notice that I am weak, sensitive or helpless. One does not show feelings. Feelings are a sign of weakness and make you vulnerable. Boys don't cry."

TEST YOUR BELIEFS

RATE EACH STATEMENT

0 NOT TRUE AT ALL

1 RARELY TRUE

2 SOMETIMES

3 OFTEN TRUE

4 COMPLETELY TRUE

01. When I do a job, I do it thoroughly.

02. I feel responsible to make those who deal with me feel comfortable.

03. I am always on the go.

04. I don't like to show my weaknesses to others.

05. When I rest, I rust.

RATE EACH STATEMENT

0 NOT TRUE AT ALL

1 RARELY TRUE

2 SOMETIMES

3 OFTEN TRUE

4 COMPLETELY TRUE

06. I often use sentences like: "It is difficult to say something so precisely. "

07. I often say more than is really necessary.

08. I have trouble accepting people who are not accurate.

09. It is difficult for me to show feelings.

10 My motto is "keep strong".

11. When I express an opinion, I give good reasons for it.

RATE EACH STATEMENT

0 NOT TRUE AT ALL

1 RARELY TRUE

2 SOMETIMES

3 OFTEN TRUE

4 COMPLETELY TRUE

12. If I have a wish, I fulfill it quickly.

13. I deliver a report only after I have revised it several times.

14. People who are just "hanging out" upset me.

15. It is important to me to be accepted by others.

16. I have a hard shell but a soft core.

17. I often try to find out what others expect of me,
so that I can live up to their expectations.

18. It is difficult for me to understand people who live their lives carefree.

19. I often interrupt others during discussions.

20. I solve my own problems.

21. I complete tasks as quickly as possible.

22. When dealing with others, I am careful to keep my distance.

23. I could do many tasks better.

24. I personally take care of even minor things.

25. Success does not fall from the sky, I have to work hard for it.

RATE EACH STATEMENT

0 NOT TRUE AT ALL

1 RARELY TRUE

2 SOMETIMES

3 OFTEN TRUE

4 COMPLETELY TRUE

26. I have no sympathy for stupid mistakes.

27. I appreciate it when others answer my questions quickly.

28. It is important for me to hear from others whether I have done my job well.

RATE EACH STATEMENT

0 NOT TRUE AT ALL

1 RARELY TRUE

2 SOMETIMES

3 OFTEN TRUE

4 COMPLETELY TRUE

29. Once I have started a task, I carry it through to the end.

30. I put my wants and needs aside in favor of those of others.

31. I am often hard on others so as not to be hurt by them.

32. I often tap my fingers impatiently on the table.

33. When explaining facts, I like to use a clear enumeration.

34. I believe that most things are not as simple as many people think.

35. I am uncomfortable criticizing other people.

36. During discussions, I often nod my head.

37. I try hard to achieve my goals.

38. My facial expression is rather serious.

39. I am nervous.

40. Nothing can shake me that quickly.

41. My problems are none of the others' business.

42. I often say: "get on with it".

43. I often say: "exactly" "precisely" "clearly" "logically".

44. I often say: "I don't understand".

RESULT

NOW WRITE YOUR SCORE
NEXT TO THE QUESTION
NUMBER. LET'S SAY YOU GAVE
YOURSELF 3 POINTS BY
QUESTION 5 AND 2 POINTS BY
QUESTION 9. YOU WILL THEN
WRITE: 5 3 9 2 ... IN THE FIRST
LINE. FINALLY ADD UP THE
SCORES. THE VALUE WITH THE
MOST SCORES IS PROBABLY
YOUR PREDOMINANT BELIEF.

45. I say "Can't you try one time" rather than "Just try".

46. I am diplomatic.

47. I try to exceed the expectations placed on me.

48. When I'm on the phone, I'm often working on something else.

49. The motto is: "get yourself together"

50. Despite enormous effort, I just don't succeed in many things.

Add the points to the answers

$$5_ 9_ 16_ 20_ 22_ 26_ 31_ 40_ 41_ 49_ = ____ \text{ Value 5}$$

Add the points to the answers

$$2_ 7_ 15_ 17_ 28_ 30_ 35_ 36_ 45_ 46_ = ____ \text{ Value 4}$$

Add the points to the answers

$$4_ 6_ 10_ 18_ 25_ 29_ 34_ 37_ 44_ 50_ = ____ \text{ Value 3}$$

Add the points to the answers

$$3_ 12_ 14_ 19_ 21_ 27_ 32_ 39_ 42_ 48_ = ____ \text{ Value 2}$$

Add the points to the answers

$$1_ 8_ 11_ 13_ 23_ 24_ 33_ 38_ 43_ 47_ = ____ \text{ Value 1}$$

MY THOUGHTS

MY FEELINGS

DEALING WITH THOUGHTS

1. AWARENESS

Mindfully dealing with thoughts can include the following steps:

2. ACCEPTANCE

Paying attention to the thoughts that are there in the present moment.

3. EXPLORE

Welcoming each thought and allowing it to be there.

Not thinking about it, just contemplating it.

4. CREATE DISTANCE

Imagine that thoughts are passing by on an assembly line.

Each thought needs to be labeled. Choose a suitable label. e.g.: "Home", "Work", "Shopping", "Partner", etc.

Let the thought continue to move down the assembly line, and await the next thought

Practice keeping a distance to the thoughts by greeting them and saying goodbye to them again.

DEALING WITH EMOTIONS

Mindfully dealing with feelings can include the following steps:

1. AWARENESS

Paying attention to the feelings that are there in the present moment.

2. ACCEPTANCE

Welcoming each feeling and allowing it to be there.

Not thinking about it, just looking at it.

3. EXPLORE

Where and how does it show up in the body?

Not thinking about it, but finding out if the feeling is pleasant, unpleasant or neutral for you.

Notice changes.

4. CREATE DISTANCE

Name the feeling: Not "I am..." but "There is restlessness, tiredness in me" or "Something in me is restless ...".

HAPPY BREATHING

This exercise is about sharpening the mind and concentration. You can do the technique with your eyes open or closed.

For Happy Breathing, it is crucial that you smile throughout the exercise (also when it is fake).

First, breathe deeply in and out with a smile. Continue smiling and then inhale in short, burst-like puffs through your nose until your lungs are completely full. Then exhale completely through your mouth.

Repeat the exercise 5-7 times.... And you will know why it is called happy breathing.

HOMEWORK WEEK 3

In the coming week, practice every day:

2-3 yoga exercises. After that, sit down and do 3 rounds of Coffee Breathing or Happy Breathing. Finally, do a meditation, e.g. the sounds and thoughts from this week.

Practice office yoga exercises and snapshots regularly.

Observe your thoughts and beliefs.