

Guideline No. 1

**Master the ability not to
React to everything,
rather learn the art of
Responding,
starting from the place
of calm**



**“Only in quiet waters do
things mirror themselves
undistorted.**

**Only in a quiet mind is
there
adequate perception
of the world (and self).”**

The Relaxation Response

Dr. Herbert Benson

- A quiet environment (“ finding solitude in the marketplace”)
- A comfortable position
- A non-distracting stimulus to focus on (‘figure and ground’ concept)
- A passive attitude (an Asian way)

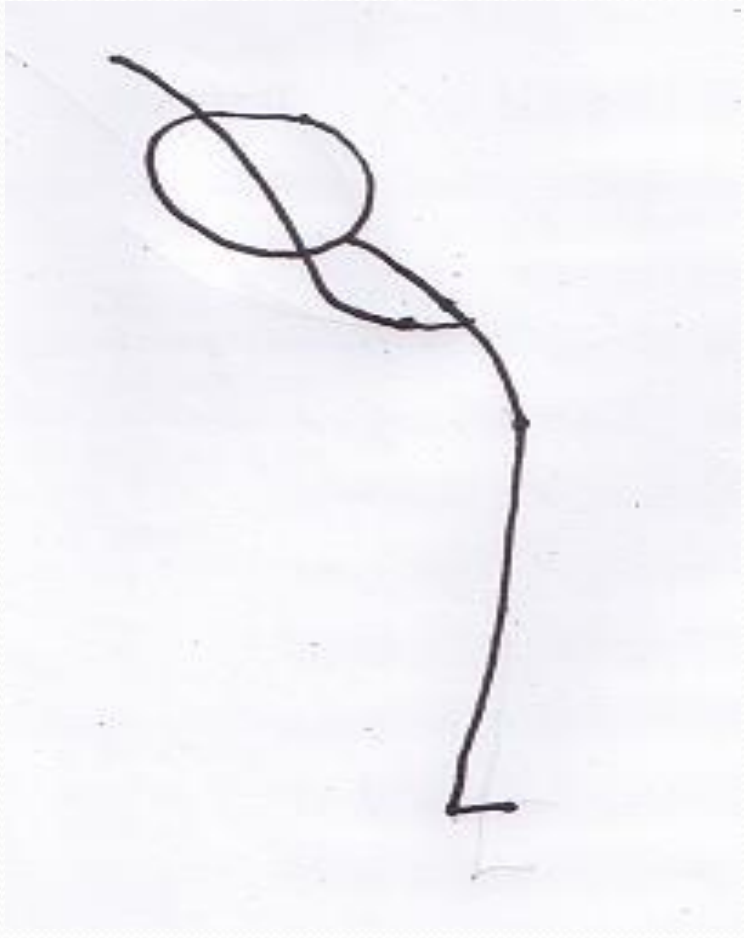

Prayer

- Quieting (story of the teapot)
- Awareness of God's presence: *Let us put ourselves in the presence of God*
- Set Agenda: Asking for specific graces: *guidance, strength, enlightenment, assurances*
- Listening to God's Message: a word, phrase, feeling, or thought that struck you
- Responding to God: say a prayer in your own words

BODY PRAYER



**I STAND
QUIETLY
BEFORE YOU,
YAHWEH,
AND WAIT
PATIENTLY
FOR YOU**



**O, LORD,
COME
AND LIGHT UP
MY DARKNESS**



**STOOP DOWN,
TOUCH ME
AND HEAL ME**

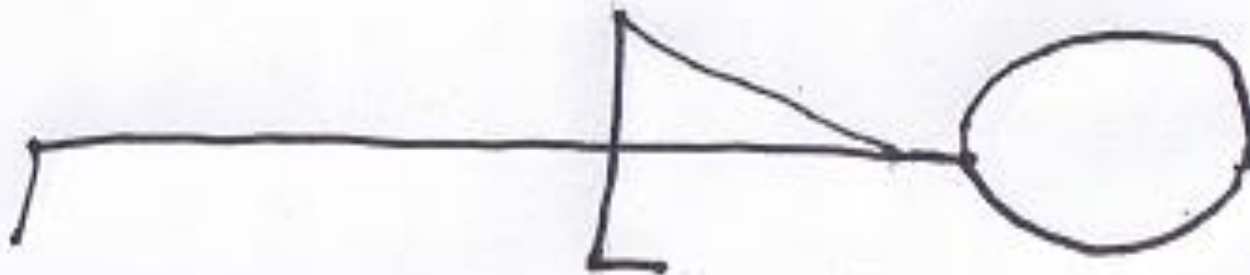


**TO YOU
I LOOK
AT THE BREAK
OF DAY**

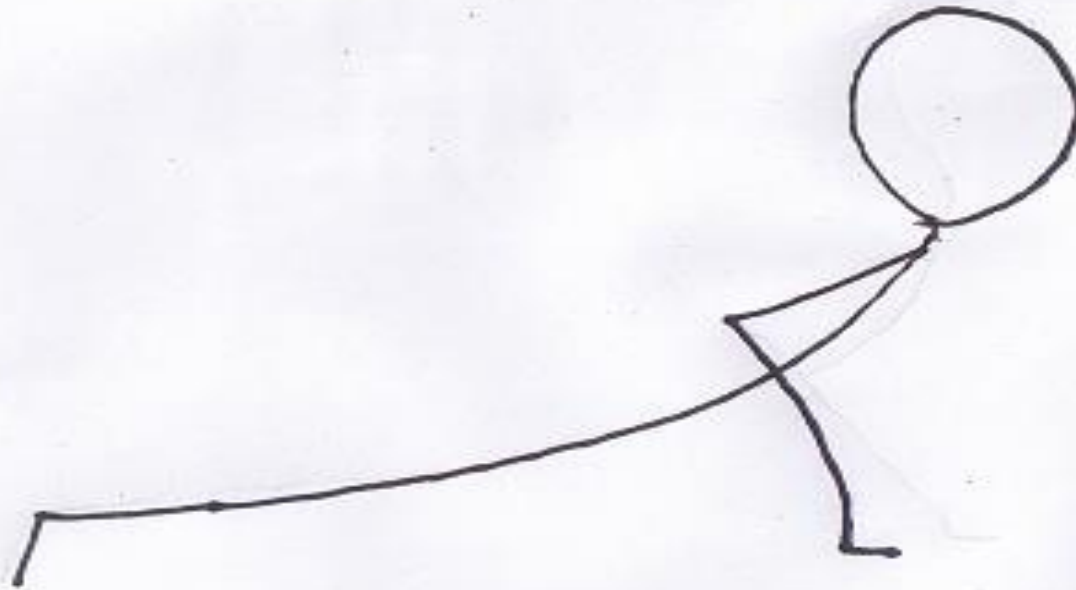
**O LORD, MY LIFE IS
IN THE BALANCE**



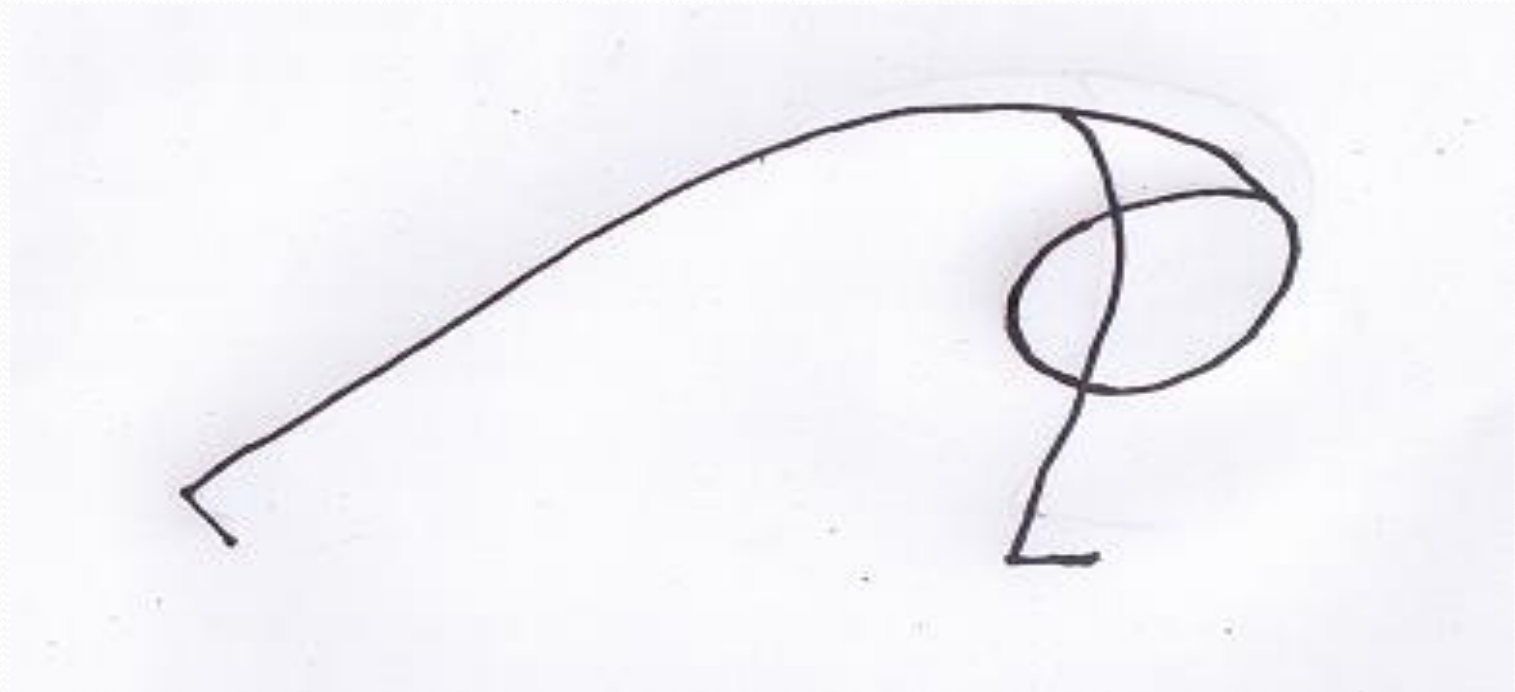
**BUT YOU ARE MY GROUND
AND SUPPORT**



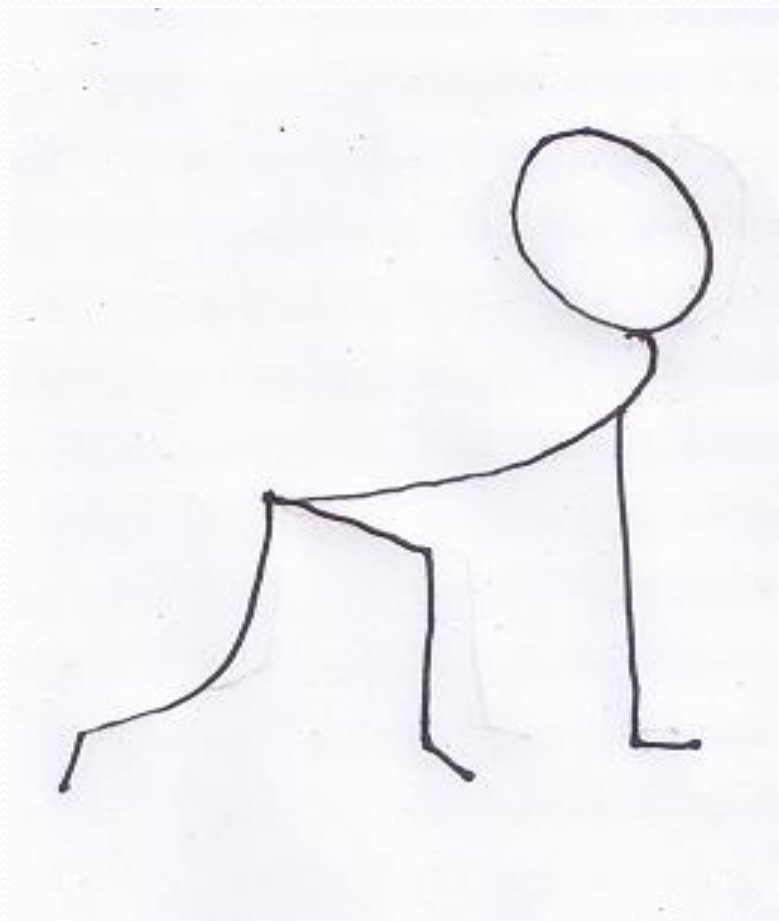
**I LOOK UP TO YOU, YAHWEH,
AND RADIATE**



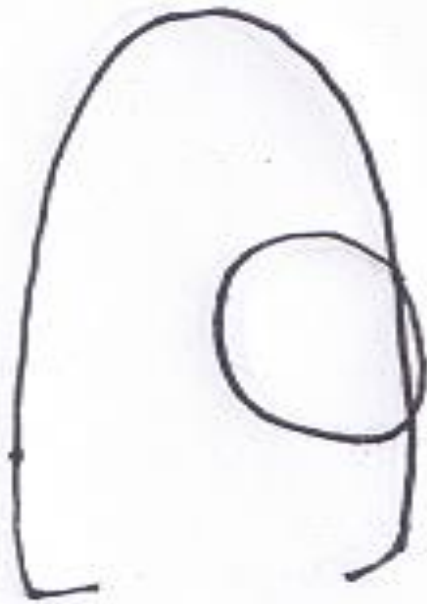
**I LOVE YOU
FROM THE DEPTH OF MY BEING**





**TO YOU
I LOOK FOR
MY REDEMPTION**



**STOOP DOWN
AND TOUCH ME,
O GOD**





**LIGHT UP
THE DARKNESS
IN MY HEART**



**I WILL STAND
QUIETLY
BEFORE YOU,
YAHWEH,
AND WAIT
PATIENTLY
FOR YOU**

Guideline No. 2

**Possessing the ability to
name our stresses and
anxieties give us the power
to have mastery
over them**

Are you burning out?

Assign a number from 1 (for no or little change) to 5 (for a great deal of change) to designate the degree of change you perceive in yourself and the world around you over the past six months.

1. Do you tire most easily? Feel fatigued rather than energetic?
2. Are people annoying you by telling you, "You don't look so good lately"?

3. Are you working harder and harder and accomplishing less and less?
4. Are you increasingly cynical and disenchanted?
5. Are you often invaded by a sadness you can't explain?
6. Are you forgetting? (appointments, deadlines, personal possessions, etc...)

7. Are you increasingly irritable? More short-tempered? More disappointed in the people around you?
8. Are you seeing close friends and family members less frequently?
9. Are you too busy to do even routine things like make phone calls or read reports or send out greeting cards?

10. Are you suffering from physical complaints? (aches, pains, headaches, lingering colds and coughs, etc...)
11. Do you feel disoriented when the activity of the day comes to a halt?
12. Is joy elusive?
13. Are you unable to laugh at a joke about yourself?

14. Does sex (socializing) seem like more trouble than it is worth?

15. Do you have very little to say to people?



What is Burn-Out?

A state of fatigue and frustration brought about by devotion to a cause, way of life, or relationship that failed to produce the expected reward.

Depletion. wearing out, exhaustion of physical and mental resources by excessively striving to reach some unrealistic expectations imposed by one's self or by the values of society.



What are the Symptoms of Burn-Out?

- ❑ Being cranky and irritable
- ❑ Eliminating more enjoyable activities because there is no more time for them
- ❑ Engaging in self-deprivations: excessive overtime, working late into the night, weekends and during vacations
- ❑ Avoiding friends and family
- ❑ Feeling resentful of the time I spent with others



- ☐ Feeling relieved when clients cancel

- ☐ Feeling pessimistic about my clients

- ☐ Daydreaming more than usual

- ☐ Feeling bored or apathetic about my work

- ☐ Becoming increasingly cynical

- ☐ “Medicating” myself with food, alcohol or pills

- ☐ Feeling exhausted much of the time



☐ Feeling detached from clients, colleagues and friends

☐ Becoming overly invested in a client's welfare or in a project, to the exclusion of other commitments

☐ Feeling anger or contempt towards many of my clients

☐ Just putting in my hours

☐ Starting to question my effectiveness as a helping professional

The Burn-Out Scale

0 - 25	You're doing fine.
26 - 35	There are things you should be watching.
36 - 50	You're a candidate.
51 - 65	You are burning out.
Over 65	You're in a dangerous place, threatening to your physical and mental wellbeing.

Common Sources of Burn-Out 1

- Pressure to succeed all the time
- Need to generate excitement to keep from feeling bored
- Lack of intimacy with people around you
- Areas of your life are disproportionate
- Inability to relax
- Lack of self-discipline
- Inflexible once you've taken a stand
- Identifying too closely with activities
- Always worried about preserving your image
- Taking yourself too seriously
- Have unclear goals
- Excessive other-care, too little self-care (“*tagasalo*”)

Common Sources of Burn-Out 2

(Organizational Factors)

- ❑ Overwhelming work demands
- ❑ Low and inconsistent peer and social support
- ❑ Low and irregular support from authority/superior
- ❑ High organizational conflict; play role of mediator
- ❑ Lack of opportunities for long-term personal and professional development
- ❑ Low Personal Morale (My person is not accepted by my superiors and peers)
- ❑ Low Professional Morale (My contributions are not appreciated)
- ❑ Insufficient incentives; I am not paid what I am worth
- ❑ Neglecting the importance of having a positive closure experience with clients at the time of separation
- ❑ Idealistic expectations from authorities and/or clients
- ❑ Difficult bosses or colleagues
- ❑ Job is no longer challenging

Guideline No. 3



IT IS NOT WHAT HAPPENS TO US,
BUT WHAT WE TELL OURSELVES
ABOUT WHAT HAPPENS TO US,
THAT PRODUCES STRESS!

Learned Optimism



MARTIN SELIGMAN,
POSITIVE PSYCHOLOGY

The Concept of Learned Helplessness



- Learned Optimism is a direct response to the experience of Learned Helplessness
- Research have shown that people who repeatedly try but reach no positive results easily give up later even if the situation shows sign of a way out (“Unchain the elephant!”)
- They readily fall into stress, pessimism and depression which robs them of joy and vitality
- The key is to have mastery (sense of power) in order to overcome our feelings of stress and helplessness

The ABCDE Method



The ABCDE Method



Think in terms of ABCs:

A: Adversities

This can be almost anything, from a leaky roof to a frown from a co-worker or being given deadlines; anything that is deemed as a negative event

B: Beliefs

This refers to how you interpret the adversity; the focus will be on your thoughts, what are your **Self-Talk** regarding the adversity, i.e. I am hopeless, he is a tyrant, people are unreasonable, they do not care!

C: Consequences

These are your resultant feelings and actions

See the Difference 1



Look at this situation--

A: CHED misplaced the requirements I have submitted.

B: “Oh, my God. How terrible this is. This always happen to me. I am so unfortunate! Why does this have to happen to me?”

C: You feel...
You do....

See the Difference 2



Look at this situation--

A: CHED misplaced the requirements I submitted.

B: “Things like this do happen occasionally. It is not the end of the world. It is not a problem. At most, it is an inconvenience as I will have to redo my work. But I can manage it as I pace myself.”

C: You feel...
You do....

Examine Your Beliefs 1



The key is to check if your explanatory style includes the following:

Permanence:

Always, Never Thinking: *“This always happens to me!”*

Temporary: *“Things like this do happen occasionally.”*

Examine Your Beliefs 2



The key is to check if your explanatory style includes the following:

Pervasiveness:

Universal: *“Why does it have to happen to me? It’s the end of the world for me!”*

Specific: *“It is not the end of the world. It is not a problem. At most, it is an inconvenience as I will have to redo my work.”*

Examine Your Beliefs 3



The key is to check if your explanatory style includes the following:

Personalization:

Universal: *“I am so unfortunate. Why does it have to happen to me?”*

Specific: *“This can happen to anyone of us.”*

Make A Distinction



What goes on that makes one react differently:

A: **Your superior criticizes you.**

B: You think....

C: You're depressed all day.

A: **Your superior criticizes you.**

B: You think...

C: You feel pretty good about what happened.

Apply the ABC



Try this out:

A: Office Heads make last-minute urgent requests for data.

B: You think....

C: You feel...
You do...

Complete With DE Steps



The technique is to learn **disputation**, the art of challenging our Beliefs by exploring the following:

Evidence. Ask what evidence you have to claim this belief. **Is this true?** When you say that “*I am so unfortunate,*” is this correct?

Alternative. Explore what is another way of looking at the adversity. **Is there a different way of looking?** In place of “*Why does this have to happen to me!*” see what objectively occurred. “*It can happen to anyone of us. I can redo my work.*”



Look also into:

Implications. Examine realistically the implications. It does not follow that an adversity is unfavorable, it would end in catastrophe. **What is the effect?** *“It’s the end of the world for me”* And what if this happens?

Usefulness. Check whether thinking about this now in this manner will really do any good. Sometimes it is not the accuracy of our explanation but whether holding this belief serves a purpose for you. **Does it help to continue thinking this way?**

More Samples of Negative Self-Talks



- **When I make mistakes:**

*“I am so stupid. (personalized) I never do anything right.
(pervasive) I am always like this. I am hopeless!
(permanent)”*

- **When something bad happens:**

*“I am so unlucky. Why does this have to happen to me?
(personalized) I never have luck. (pervasive) I guess I am
destined to suffer for good. (permanent)”*

Changing Negative Self-Talks 1



- **When I make mistakes:**

*“I am so stupid. (personalized) I never do anything right.
(pervasive) I am always like this. I am hopeless!
(permanent)”*

can be replaced as:

“I am sad to have made this mistake. I was careless this time around. Maybe I will have to be more careful next time in my work. For now, I must learn from this mistake.”

Changing Negative Self-Talks 2



- **When something bad happens:**

“I am so unlucky. Why does this have to happen to me? (personalized) I never have luck. (pervasive) I guess I am destined to suffer for good. (permanent)”

can be replaced as:

“There are some things in life beyond our control. I just have to learn to face them and find ways to deal with them so that I won’t fall into despair and hopelessness.”

Complete With DE Steps



The result of **DISPUTATION** will be **ENERGIZATION**

Once we—

De-catastrophize (avoid exaggerations)

Be more realistic (base perception on facts)

Think more objectively (look at the evidence)

See event more positively (shift perspectives)

Capitalize on your strengths (draw inner resources)

We experience the effects which is one of Optimism,
in place of depression and helplessness

Of Vision Distortions and Counterlogics

In Relation to
the Common Sources
of Burn-Out

Pressure to succeed all the time

Vision Distortion

It is absolutely necessary for an individual to be perfectly competent, adequate, and achieving in all areas of his or her life if he or she is to be considered worthy.

Counterlogic

My worth is not attached to what I do. I shall strive for excellence, but not perfection, and be fulfilled with what I have achieved to the best of my abilities.

Need to generate excitement

Vision Distortion

The idea of something new is always more attractive than facing the challenges of daily routines.

Counterlogic

There is joy when I can commit to the challenges of daily routines.

Lack of intimacy

Vision Distortion

When people see me as I really am, they would certainly never accept me and, therefore, I must only show my positive side and project a good image.

Counterlogic

The more people see me as I really am, the more they will love me for being authentic and for being as vulnerable as they are.

Areas of your life are disproportionate

Vision Distortion

If I dedicate my whole self to this particular dimension of my life, then I will be more effective at it.

Counterlogic

My wellness requires balance. All dimensions of my life should be given equal attention.

Inability to relax

Vision Distortion

I must always be busy
with some productive
work OR ELSE
I will be wasting
precious time.

Counterlogic

Relaxing is not a waste of
time; it is a period to
replenish energy in order
to be more effective.
*Magpahinga para di
humingal!*

Lack of self-discipline

Vision Distortion

There is only the NOW
and I should think of
gratifying all my desires
in the present in order
to be happy.

Counterlogic

The NOW will also depend
on what you envision
for the future. Put things
in perspective.

Inflexibility once you've taken a stand

Vision Distortion

There is only one precise and correct way of looking at things and it is my way.

Counterlogic

No one has monopoly of the truth. We can always benefit from an open mind and heart.

Identifying too closely with activities or work

Vision Distortion

My sense of worth is defined by the amount of DOING and therefore I must be attached to my role and my work.

Counterlogic

It is essential to not only focus on the quantity of DOING but also the quality of BEING.

Worried about preserving your image

Vision Distortion

I must be loved and approved by everyone who knows me OR ELSE I cannot love and approve myself.

Counterlogic

I cannot please everybody. If I know I am good, I need not prove anything to anybody. I will just be myself. *Walang personalan, trabaho lang!*

Taking yourself too seriously

Vision Distortion

Life is serious and must be taken seriously. I cannot afford to be lackadaisical about myself and my life. I have to strive for perfection.

Counterlogic

Life is already too serious to be taken too seriously. Learning to laugh relieves stress and facilitates enjoying the precious Present.

Have unclear goals

Vision Distortion

I am too afraid to take responsibility to define the life that I desire because I do not want to disappoint the people I love or I do not have courage to take the necessary steps.

Counterlogic

My life is my responsibility.
I do not exist to please people, but to fulfil the sacred contract that I have with my God.
“No guts, no glory!”

Excessive other-care, too little self-care

Vision Distortion

The problems of other people should become my problems OR ELSE I see myself as being a selfish and uncaring person.

Counterlogic

There are ways of caring that does not include absorbing everyone's problem and making you problematic as well. Offer empathy in place of sympathy or apathy.
"Love others as yourself!"

HEALTHY VISIONS

Countering
Unhealthy and Distorted Visions
Happy Thoughts, Happy Life!

**JUST
BE
YOURSELF !**

**“If you know that you are good,
you need not prove anything to anyone!”**

- Lourdes Carandang

I AM BEAUTIFUL !
I AM CAPABLE !
I AM LOVABLE !

**“If you don’t love yourself,
you won’t love anyone else, including God.”**
- John Powell, S.J.

BE AN ACTOR, NOT A REACTOR !

(John Powell, SJ)

“It is the nature of the scorpion to bite,
but it is my nature to continue to love!”

- Anthony de Melo

**I CHOOSE TO LOVE PEOPLE,
NOT TO JUDGE THEM !**

(Leo Buscaglia)

“Don’t judge me, I am not a book!”

- Melanie Marquez

THAT PERSON HAS A TOOTHACHE !

(John Powell, SJ)

People do not do things in reference to us.
People's unacceptable behaviors often
are a result of past wounding.

WHO OWNS THE PROBLEM ?

Clarify who is responsible for the situation.

When we do not take in other's problem,
we are actually in a better position to help.

**NO
BIG
DEAL !**

“Don’t make mountains out of molehills!”

IT'S JUST AN INCONVENIENCE !

Many things in life are not really problems,
they are just inconveniences.”

- Robert Fulghum

WHAT'S THE WORST THAT COULD HAPPEN ?

Things are not always as bad as they seem.

When we anticipate the situation, we are psychologically more prepared to deal with it.

**I CAN, I CAN, I CAN
IF I WANT TO !**

Many times, it is not that we cannot do something. Rather, we choose not to try.

TRY AND TRY UNTIL YOU DIE !

(Mr. Mallilin)

If at first you don't succeed,
try and try again.

**IT'S ALRIGHT TO MAKE MISTAKES,
THAT'S WHY PENCILS
HAVE ERASERS !**

“Life is a series of lessons and we continue to repeat the same mistakes until we learn our lesson well.” - Cherie Carter Scott

**WHEN LIFE GIVES YOU LEMONS,
MAKE LEMONADE !**

It is not what happens to us but what we tell
ourselves about what happens to us
that produces stressful emotions.

MY LOVE WILL SEE YOU THROUGH !

God does not give us problems
but God can guide us through
and emerge in us a better person.