



# RESILIENCE<sup>+</sup>

## CareKit

This care-kit contains a variety of psychological strategies to help you thrive, not just survive in a VUCA (volatile, uncertain, complex & ambiguous) world

This care-kit was created by The Positivity Institute. The content of this care-kit draws on material from a wide range of authors across the domains of psychology and education. The use of original material is freely granted for individual practice purposes only. Under no circumstances may this material be used for training or other commercial purposes without the written permission of the author.

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# Our gift to you...

These are challenging times we live in, so we've collated some of our key tools that we use regularly in our workshops on resilience, achievement and wellbeing (RAW) to put together this CareKit for you, your friends, family and colleagues. The tools contained in the CareKit will equip you with the knowledge and skills to boost your resilience, wellbeing and performance!

Here at The Positivity Institute, we value the importance of evidence-based research, so you can trust that these tools are scientifically supported and many years of research have shown that incorporating these tools and strategies into your life and work will have a positive effect on not only you, but those around you.

It is important to recognise that some of these tools may not suit you, so we think it's best to trial all the tools and select those that do work for you! Be willing though to at least trial each one as many people who doubted their effects, have been pleasantly and positively surprised! Perhaps try one a day, or one a week. Talk about these strategies with your family at the dinner table, friends over video-chat, or team at your next meeting.

Our aim at The Positivity Institute is to share the science and power of Positive Psychology to help individuals, groups, school and organisations across the globe flourish and bounce-forward from the many challenges we face in this VUCA world. Let's work together to take care of ourselves, maintain a sense of wellbeing and spread the power of positivity!

We hope you enjoy this care-kit. Please email us at [info@thepositivityinstitute.com.au](mailto:info@thepositivityinstitute.com.au) if you have any questions or need help with any of the activities.

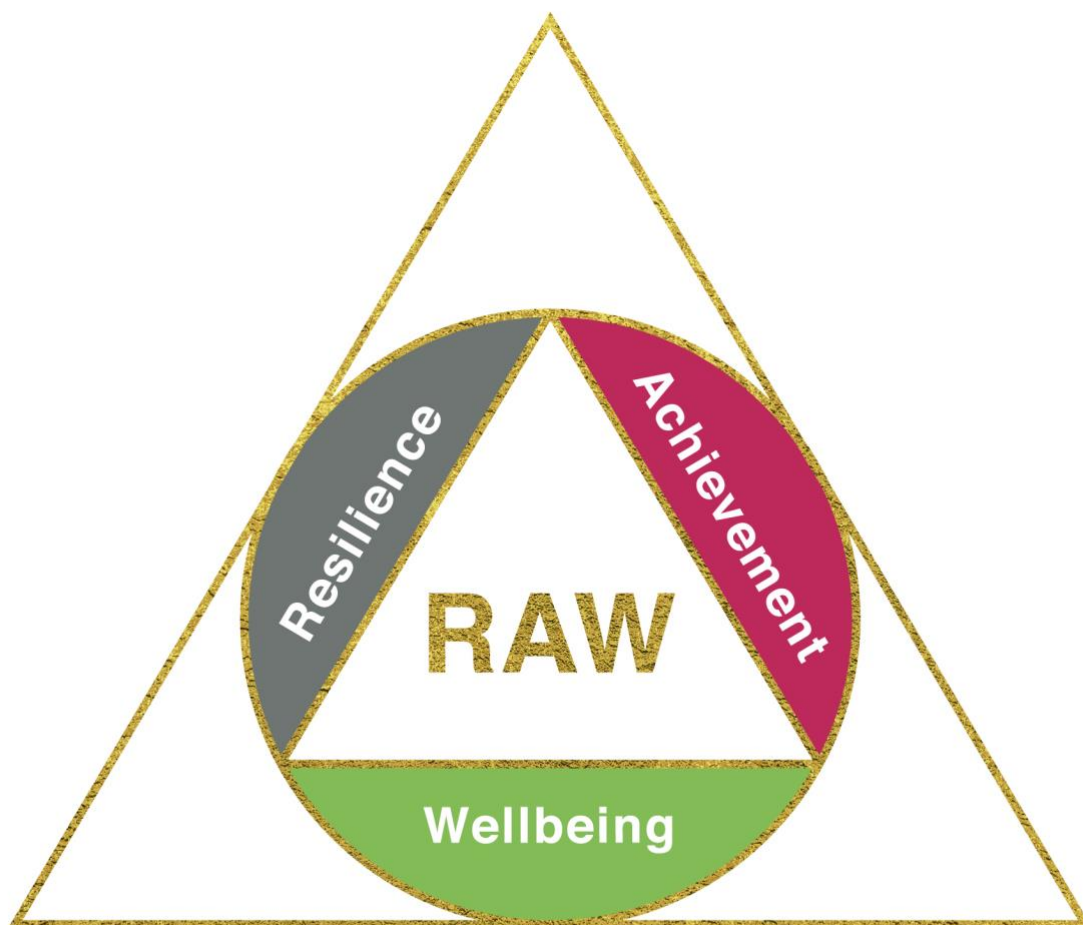
Positive regards,  
**The Positivity Institute.**

# THE “RAW” MODEL OF FLOURISHING

The RAW Model by Green & Palmer (2012) outlines three key components of a flourishing life i.e. Resilience, Achievement and Well-Being. All three are interconnected however we often see “accomplishment” having a negative impact on well-being.

Well-Being can be enhanced by engaging in a range of positive psychology activities. Resilience can be enhanced by engaging in a range of mental toughness activities and achievement can be enhanced through the setting of meaningful goals and engaging in coaching conversations.

NOTE: All tools contained in this toolkit will support all three components.



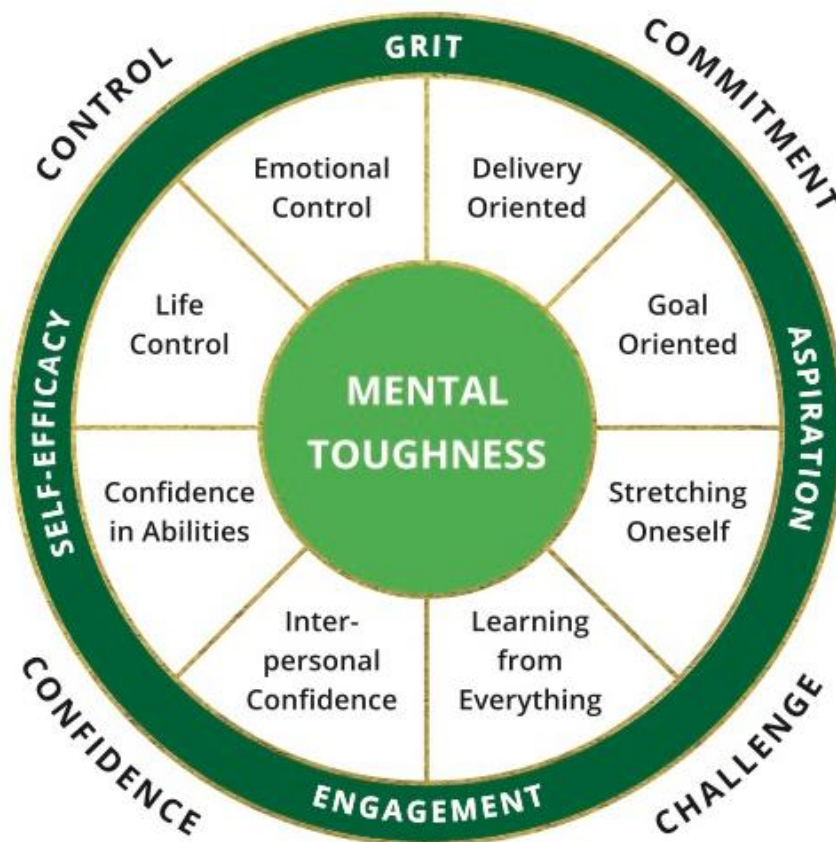
## RAW MODEL OF FLOURISHING

Green & Palmer (2014)

# 4C MODEL OF MENTAL TOUGHNESS

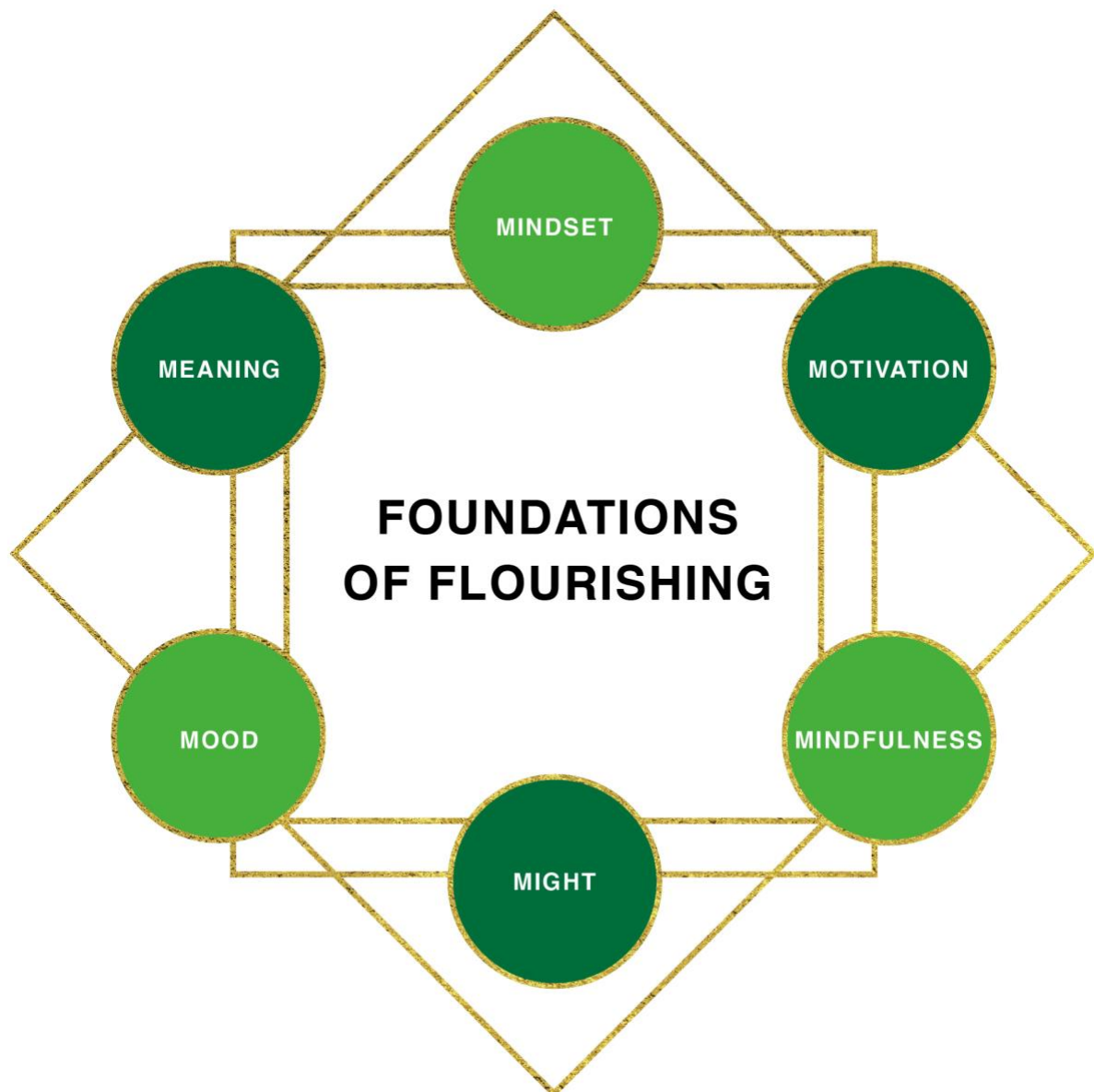
Mental Toughness is defined as a “A personality trait which significantly determines how individuals perform when exposed to stressors, pressure and challenge.... irrespective of the prevailing situation.” **Clough & Strycharczyk 2011**

In the 4C Model the overall mental toughness is a product of four pillars – Challenge, Control, Commitment & Confidence:



# 6M MODEL

The 6M Model identifies key components/strategies essential to living a flourishing life and thriving at work.



Green, 2017

The Founder and CEO of The Positivity Institute, Dr Suzy Green has published her first book, *The Positivity Prescription* which describes the 6M Model in detail - <https://www.thepositivityinstitute.com.au/product/the-positivity-prescription/>

# ENERGY MANAGEMENT

## POSITIVE ENERGY MANAGEMENT

PLEASE CLICK ON THE STATEMENTS BELOW THAT ARE TRUE FOR YOU

PHYSICAL ENERGY:	
1. I regularly get a least seven to eight hours of quality sleep and I often wake up feeling refreshed	
2. I frequently eat a nutritious breakfast	
3. I exercise regularly (including cardio-vascular training at least three times a week and strength training once a week)	
4. I take regular breaks during the day to truly renew and recharge my energy levels including a lunch break away from my desk	

EMOTIONAL ENERGY:	
1. I frequently find that I am easy-going, patient, eager to work especially when work is demanding	
2. I have enough time with my family and loved ones, and when I am with them, I am always really focused on them	
3. I frequently stop to express my appreciation to others and to savour my achievements and what I have	
4. I have time for activities that I most deeply enjoy	

MENTAL ENERGY:	
1. I am able to focus on doing one thing at a time and I am not easily distracted during the day, especially by email	
2. I spend most of my day focussing on activities with longer-term value and high leverage (rather than reacting to immediate crises and demands)	
3. I always take an email free holiday and I rarely work in the evenings or at the weekend	
4. I take enough time for reflection, strategizing and creative thinking	

SPIRITUAL ENERGY:	
1. I spend enough time at work doing what I do best and enjoy most	
2. There are no significant gaps between what I say is most important to me in my life and how I actually allocate my time and energy	
3. My decisions at work are more often influenced by a strong, clear sense of my own purpose	
4. I invest enough time and energy in making a positive difference to others or to the world	

### SCORING:

- 0 – 3** A full-fledged energy management crisis  
**4 – 6** Significant energy management deficits  
**7 – 10** Reasonable energy management skills  
**11 – 16** Excellent energy management skills

### WHAT DO YOU NEED TO WORK ON?

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### NUMBER OF TICKS IN EACH CATEGORY:

- Physical ☐
- Emotional ☐
- Mental ☐
- Spiritual ☐

### GUIDE TO CATEGORY SCORES

- 0:** A fully fledged energy crisis  
**1:** Poor energy management skills  
**2:** Significant deficits  
**3:** Strong energy management skills  
**4:** Excellent energy management skills

Adapted from: Manage Your Energy, Not Your Time – T Schwartz C McCarthy

# STRESS MANAGEMENT:

## DIAPHRAGMATIC BREATHING

Diaphragmatic breathing is a very portable way of managing our anxiety and in particular our physiological responses. Use it in situations where you find yourself out of your comfort zone or when you notice your heart racing or palms sweating in stressful situations.

### **Diaphragmatic Breathing**

#### **How to do it:**

Many people, especially when they are upset, stressed, anxious, angry, or in pain, breathe only from the upper part of their chest. Instead, try taking slow, deep breaths from the abdomen. Rest your hands along the bottom of your rib cage, so that the fingertips of each hand are just touching. Your fingertips should move apart slightly as you breathe in, then come together again as your lungs empty.

In order to keep the rate of breathing slow, count to yourself as you breathe. Initially try:

In, one thousand, 2, one thousand, 3, one thousand, Out, one thousand, 2, one thousand, 3, one thousand. As you become proficient you could increase to six counts in and six counts out. Make sure that you breathe out for at least as long as you breathe in.

#### **Why to do it:**

Deep diaphragmatic breathing (or abdominal breathing) is a helpful technique for dealing with pain, anxiety, stress and anger. It assists in several ways:

1. By helping you to relax. Deep breathing forms an important part of many relaxation procedures. As well, deep breathing alone can be enough to induce relaxation, without the need for listening to tapes or performing lengthy procedures.
2. By acting as a distraction strategy. If you concentrate very hard on your breathing, you will be less conscious of pain or other stressors. Any time you notice your attention turning to such stressors, simply shift your attention to your breathing.
3. By reversing some of the physical symptoms of anxiety. When people become anxious or stressed they often take shallow, rapid breaths or they may even hyperventilate. This can result in dizziness, blurred vision, pins and needles and chest pain. Slow deep breathing can help to relieve such symptoms quite rapidly.

#### **Practice:**

Like any other skill, deep breathing needs to be practised. Try to spend a few minutes, once or twice each day, practising breathing exercises. Initially you may find it easiest to lie down or sit in a comfortable chair while you practise. As you become proficient, however, try to vary your position and the setting so that you will be prepared to use your new skill in any situation that arises.



# STRESS MANAGEMENT:

## PROGRESSIVE MUSCLE RELAXATION

One of the body's reactions to fear and anxiety is muscle tension. This can result in feeling "tense", or can lead to muscle aches and pains, as well as leaving some people feeling exhausted. Think about how you respond to anxiety. Do you "tense up" when you're feeling anxious? Muscle relaxation can be particularly helpful in cases where anxiety is especially associated to muscle tension. This information sheet will guide you through a common form of relaxation designed to reduce muscle tension.

### Muscle tension

Muscle tension is commonly associated with stress, anxiety and fear as part of a process that helps our bodies prepare for potentially dangerous situations. Even though some of those situations may not actually be dangerous, our bodies respond in the same way. Sometimes we don't even notice how our muscles become tense, but perhaps you clench your teeth slightly so your jaw feels tight, or maybe your shoulders become. Muscle tension can also be associated with backaches and tension headaches.

### Progressive Muscle Relaxation

One method of reducing muscle tension that people have found helpful is through a technique called Progressive Muscle Relaxation (PMR). In progressive muscle relaxation exercises, you tense up particular muscles and then relax them, and then you practise this technique consistently.

### preparing for relaxation

When you are beginning to practice progressive muscle relaxation exercises keep in mind the following points.

- ☐ **Physical injuries.** If you have any injuries, or a history of physical problems that may cause muscle pain, always consult your doctor before you start.
- ☐ **Select your surroundings.** Minimise the distraction to your five senses. Such as turning off the TV and radio, and using soft lighting.
- ☐ **Make yourself comfortable.** Use a chair that comfortably seats your body, including your head. Wear loose clothing, and take off your shoes.
- ☐ **Internal mechanics.** Avoid practicing after big, heavy meals, and do not practice after consuming any intoxicants, such as alcohol.

### general procedure

- 1 Once you've set aside the time and place for relaxation, slow down your breathing and give yourself permission to relax.
- 2 When you are ready to begin, tense the muscle group described. Make sure you can feel the tension, but not so much that you feel a great deal of pain. Keep the muscle tensed for approximately 5 seconds.
- 3 Relax the muscles and keep it relaxed for approximately 10 seconds. It may be helpful to say something like "Relax" as you relax the muscle.
- 4 When you have finished the relaxation procedure, remain seated for a few moments allowing yourself to become alert.

### Relaxation sequence

1. **Right hand and forearm.** Make a fist with your right hand.
2. **Right upper arm.** Bring your right forearm up to your shoulder to "make a muscle".
3. **Left hand and forearm.**
4. **Left upper arm.**
5. **Forehead.** Raise your eyebrows as high as they will go, as though you were surprised by something.
6. **Eyes and cheeks.** Squeeze your eyes tight shut.
7. **Mouth and jaw.** Open your mouth as wide as you can, as you might when you're yawning.
8. **Neck. !!!** Be careful as you tense these muscles. Face forward and then pull your head back slowly, as though you are looking up to the ceiling.
9. **Shoulders.** Tense the muscles in your shoulders as you bring your shoulders up towards your ears.
10. **Shoulder blades/Back.** Push your shoulder blades back, trying to almost touch them together, so that your chest is pushed forward.
11. **Chest and stomach.** Breathe in deeply, filling up your lungs and chest with air.
12. **Hips and buttocks.** Squeeze your buttock muscles
13. **Right upper leg.** Tighten your right thigh.
14. **Right lower leg. !!!** Do this slowly and carefully to avoid cramps. Pull your toes towards you to stretch the calf muscle.
15. **Right foot.** Curl your toes downwards.
16. **Left upper leg.** Repeat as for right upper leg.
17. **Left lower leg.** Repeat as for right lower leg.
18. **Left foot.** Repeat as for right foot.

**Practice means progress.** Only through practice can you become more aware of your muscles, how they respond with tension, and how you can relax them. Training your body to respond differently to stress is like any training – practising consistently is the key.

# STRESS MANAGEMENT: MINDFULNESS APPS

[www.smilingmind.com.au](http://www.smilingmind.com.au)



[www.headspace.com](http://www.headspace.com)



[www.insighttimer.com](http://www.insighttimer.com)



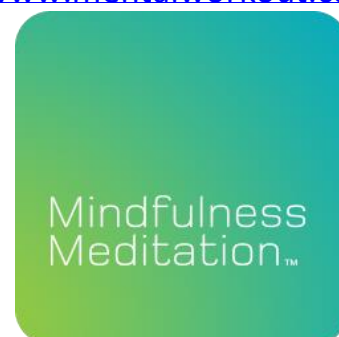
[www.calm.com](http://www.calm.com)



[www.1giantmind.com](http://www.1giantmind.com)



[www.mentalworkout.com](http://www.mentalworkout.com)



# STOP TECHNIQUE

There may be many times during your workday when you're so busy that you're not aware of what's happening inside you. You may be so dedicated to getting the work done that you simply don't prioritise anything else, such as taking a moment to be aware of yourself and your needs. This work style is not sustainable. This way of practicing mindfulness in an informal way to help to alleviate stress and anxiety in your daily work is summarised in the acronym STOP.



**Stop** what you're doing and try and sit or stand as still as possible (limit movement as much as possible).

**Take** a couple of deep breaths from your diaphragm (IN breath for 4 seconds; HOLD breath for 2-3 seconds; and OUT breath for 4 seconds); you may choose to repeat this several times.

**Observe** what's happening inside your body and mind; notice the thoughts that you're having or have had over the last several minutes prior to stopping; observe what you're feeling and where that feeling is located in your body (i.e. if you identify that you feel frustrated or stressed, where in the body are you feeling the stress and notice what thoughts are contributing to that feeling?).

**Proceed** with whatever you were doing prior to stopping; try to move on to your activity with some more awareness.

# EVERYDAY MINDFULNESS

## Some tips for everyday mindfulness

- Where you first wake up in the morning, before you get out of bed, bring your attention to your breathing. Observe five mindful breaths.
- Notice changes in your posture. Be aware of how your body and mind feel when you move from lying down to sitting, to standing, to walking. Notice each time you make a transition from one posture to the next.
- Whenever you hear a phone ring, a bird sing, a train pass by, laughter, a car horn, the wind, the sound of a door closing – use any sound as the bell of mindfulness. Really listen and be present and awake.
- Throughout the day, take a few moments to bring your attention to your breathing. Observe five mindful breaths.
- Whenever you eat or drink something, take a minute and breathe. Look at your food and realise that the food was connected to something that nourished its growth. Can you see the sunlight, the rain, the earth, the farmer, in your food? Pay attention as you eat, consciously consuming this food for your physical health. Bring awareness to seeing your food, smelling your food, tasting your food, chewing your food and swallowing your food.
- Notice your body while you walk or stand. Take a moment to notice your posture. Pay attention to the contact of your feet with the ground under them. Feel the air on your face, arms, and legs as you walk. Are you rushing?
- Bring awareness to listening and talking. Can you listen without agreeing or disagreeing, liking or disliking, or planning what you will say when it is your turn? When talking, can you just say what you need to say without overstating or understating? Can you notice how your mind and body feel?
- Whenever you wait in a line, use this time to notice standing and breathing. Feel the contact of your feet with the floor and how your body feels. Bring attention to the rise and fall of your abdomen. Are you feeling impatient?
- Be aware of any points of tightness in your body throughout the day. See if you can breathe into them and, as you exhale, let go of excess tension. Is tension stored anywhere in your body? For example, your neck, shoulders, stomach, jaw, or lower back? If possible, stretch or do yoga once a day.
- Focus attention on your daily activities such as brushing your teeth, washing up, brushing your hair, putting on your shoes, doing your job. Bring mindfulness to each activity.
- Before you go to sleep at night, take a few minutes and bring your attention to your breathing. Observe five mindful breaths.

# MINDSET


## FIXED vs GROWTH

# MINDSETS

### FIXED MINDSET


The belief that skills, intellect, and talents are set and unchangeable.





### GROWTH MINDSET

The belief that skills, intellect, and talents can be developed through practice and perseverance.



I'll stick to what I know. Either I'm good at it or not.	DESIRES	I want to learn new things. I am eager to take risks.
It's fine the way it is. There is nothing to change.	SKILLS	Is this really my best work? What else can I improve?
This is a waste of time; there's a lot to figure out.	EFFORT	I know this will help me even though it is difficult.
It's easier to give up. I'm really not smart.	SETBACKS	I'll use another strategy; my mistakes help me learn.
This work is boring. No one likes to do it.	FEEDBACK	I recognize my weakness, and I know what to fix.
It's easy for him or her. They were born smart.	TALENTED PEERS	I wonder how they did it. Let me try to figure it out.

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# MINDSET

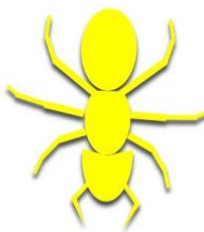
## ANTS into PETS

Automatic Negative Thoughts (ANTs) such as 'I'm hopeless' can become self-fulfilling prophecies whereas Performance Enhancing Thoughts (PETs) such as 'I can do it!' create a growth mindset.

### **AUTOMATIC NEGATIVE THOUGHTS**



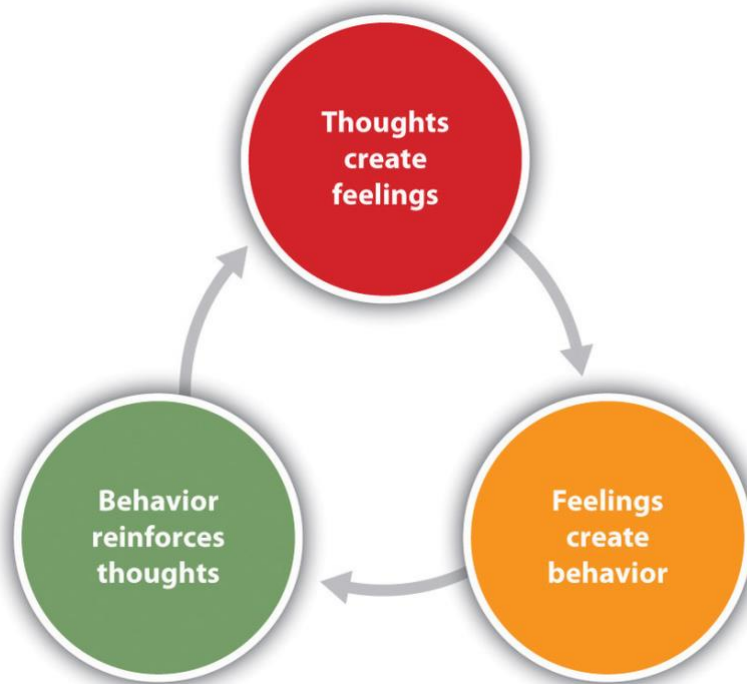
*I hate \_\_\_\_\_!*



*What if I fail?*



*I'm not \_\_\_\_\_ enough.*

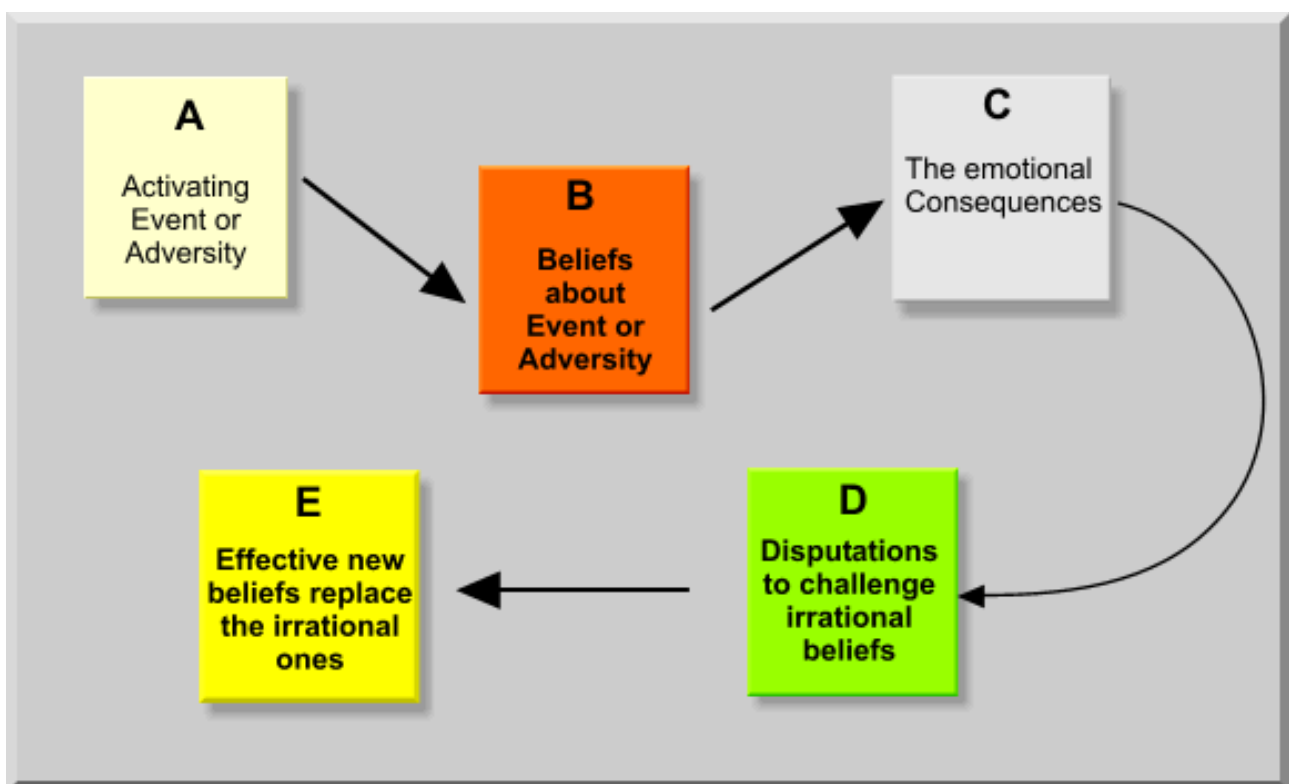


# ABCDE MODEL

Albert Ellis' Rational Emotive Therapy (RET) and his ABCDE technique has been used successfully to develop optimism (Seligman 1992). RET is similar to CBT (cognitive behavioural therapy) which aims at identifying faulty or unhelpful thinking (pessimism) and disputing it.

The ABCDE technique suggests we experience ADVERSITY (A) most days, ranging from daily hassles to life-changing events. In each situation, we develop beliefs around why things happened (the event, the circumstances and our role) – BELIEF (B). Leading on from this belief, and as recognised in CBT, there are emotional CONSEQUENCES (C). To overcome these often erroneous beliefs, we can DISPUTE (D) which then ENERGISES (E) us.

You can use the ABCDE technique to challenge your own thinking or that of friends, co-workers or direct reports.



# ABCDE TOOL

## ACTIVITY: CHANGE YOUR THINKING

Consider a current challenging situation. Use the ABCDE Model to change your thinking.

**Adversity:**

- *What is the situation you are facing?*

**Belief:**

- *What are your thoughts about this?*

**Consequences:**

- *What are the outcomes of these thoughts?*

**Disputation:**

- *How else could you think about this situation?*

**Effective:**

- *What is the effective new beliefs and preferred outcome?*



# THINKING TRAPS

## Unhelpful Thinking Styles

### All or nothing thinking



Sometimes called 'black and white thinking'

*If I'm not perfect I have failed*

*Either I do it right or not at all*

### Over-generalising

*"everything is always rubbish"*  
*"nothing good ever happens"*

Seeing a pattern based upon a single event, or being overly broad in the conclusions we draw

### Mental filter



Only paying attention to certain types of evidence.

*Noticing our failures but not seeing our successes*

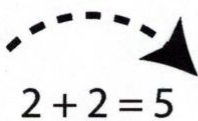
### Disqualifying the positive



Discounting the good things that have happened or that you have done for some reason or another

*That doesn't count*

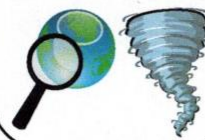
### Jumping to conclusions



There are two key types of jumping to conclusions:

- **Mind reading**  
(imagining we know what others are thinking)
- **Fortune telling**  
(predicting the future)

### Magnification (catastrophising) & minimisation



Blowing things out of proportion (catastrophising), or inappropriately shrinking something to make it seem less important

### Emotional reasoning



Assuming that because we feel a certain way what we think must be true.

*I feel embarrassed so I must be an idiot*

**should**  
**must**

Using critical words like 'should', 'must', or 'ought' can make us feel guilty, or like we have already failed

If we apply 'shoulds' to other people the result is often frustration

### Labelling



Assigning labels to ourselves or other people

*I'm a loser*  
*I'm completely useless*  
*They're such an idiot*

### Personalisation

**"this is my fault"**

Blaming yourself or taking responsibility for something that wasn't completely your fault. Conversely, blaming other people for something that was your fault.

# CHALLENGING QUESTIONS

Use the questions below to assist you dispute any irrational or unhelpful thoughts (ANTS).

1. Which thinking trap are you using? Are you engaging in labelling, all-or-nothing thinking, catastrophising?
2. How much do you believe in this thought?
3. What are the advantages and disadvantages of this thought?
4. What is the evidence for and against this thought?
5. What is the quality of the evidence you are using? Could you convince a jury that your negative interpretation is the best or only valid one?
6. What if the thought is true? Why would that bother you?
7. Even if the thought is true, could you think of other positive behaviours that you might engage in despite this?
8. If someone else had this problem, what advice would you give him?
9. If someone else had this problem, would you judge him as negatively as you judge yourself? Why or why not?
10. How many times in the past have you had this kind of thought? Have you ever been wrong?
11. Is there something you could do to determine if this thought is true?
12. If the thought is true, are there some things you can do to improve the situation?
13. How is this thought helping me?

# FACE-COVID

by Dr Russ Harris



'FACE COVID' is a set of practical steps for responding effectively to the Corona crisis, using the principles of acceptance and commitment therapy (ACT). Here's a quick summary of the key steps, and in the pages that follow we'll explore them all in more depth:

**F** = Focus on what's in your control

**A** = Acknowledge your thoughts & feelings

**C** = Come back into your body

**E** = Engage in what you're doing

**C** = Committed action

**O** = Opening up

**V** = Values

**I** = Identify resources

**D** = Disinfect & distance

Let's now explore these, one by one....

Click here for full document - <https://www.actmindfully.com.au/wp-content/uploads/2020/03/FACE-COVID-eBook-by-Russ-Harris-March-2020.pdf>

# VALUES CLARIFICATION

Acceptance	Friendship	Privacy
Accomplishment	Fun	Productivity
Achievement	Good Salary	Profit
Acknowledgement	Happiness	Promotion prospects
Adaptability	Harmony	Reaching potential
Adventure	Health	Recognition
Aesthetics	Helping others	Respect
Altruism	Honesty	Responsibility
Appreciation	Humour	Results
Authenticity	Imagination	Romance
Autonomy	Independence	Routine
Balance	Influence	Security
Beauty	Integrity	Self-determination
Belonging	Intellect	Self-expression
Challenge	Intuition	Service
Change	Intimacy	Sharing
Choice	Job interest	Solitude
Collaboration	Job security	Spirituality
Commitment	Joy	Status
Communication	Justice	Success
Community	Kindness	Support
Compassion	Knowledge	Teaching
Competition	Leadership	Team work
Comradeship	Learning	Time
Connection	Leisure	Tolerance
Contribution	Love	Tradition
Creativity	Loyalty	Tranquility
Education	Making a difference	Travel
Equality	Meeting challenges	Trust
Excellence	Nature	Uniqueness
Excitement	Nurturing	Variety
Expertise	Order	Wisdom
Fairness	Participation	Work with your hands
Faith	Passion	Work with your mind
Fame	Peace	Working with people
Family	Personal empowerment	Zest
Financial Security	Personal growth	OTHERS:
Flexibility	Physical activity	
Freedom	Power	
Freedom to choose	Prestige	

TOP 5 PERSONAL VALUES	TOP 5 WORK VALUES
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.

# Multiple Pathways Tool

Selected  
Pathways

# THANK YOU

[www.thepositivityinstitute.com.au](http://www.thepositivityinstitute.com.au)

