

BUILDING RESILIENCE AND PLANNING FOR A SUCCESSFUL YEAR TOOLKIT



“RESILIENCE IS KNOWING THAT YOU ARE THE ONLY ONE THAT HAS THE POWER AND THE RESPONSIBILITY TO PICK YOURSELF UP”
MARY HOLLOWAY

RESILIENCE IS KEY TO CAREER SUCCESS

UNDERSTAND STRESSORS

- What is going on in your body? Where does stress target your body?
 - Headaches
 - Gastrointestinal disturbances
 - Irritability
 - Negative emotions
 - Trouble sleeping
 - Constant tiredness
 - Shoulder/back pain
- Pay attention to your thoughts
- Pay attention to your feelings?
- Recognise behaviour change in yourself and others

RESILIENCE SELF ASSESSMENT – RATE YOURSELF 1-10 (10 IS HIGHEST)

Which areas do you need to focus your attention on to build resilience?

Resilient people:

- Are flexible and adaptive -----
- Have goals and a vision for the future -----
- Understand the quality of their thoughts leads to how they feel -----
- Take decisive action rather than moving away from problems -----
- Are socially connected -----
- Take care of themselves and overall well being -----
- They see failure as learning -----
- They have a positive mindset -----

RESILIENCE STRATEGIES

- Know yourself**
 - Are you type A or type B personality?
 - When are you most effective?
 - Do you set & respect your boundaries?
 - Are you assertive? Do you ask for help?
 - Are you good at time & expectation management?
 - What are your key stressors & motivators?
 - Who is in your support network?
 - Where is your locus of control?
- Rewind**
 - What do I know for sure?
 - What story am I telling myself?
 - What am I assuming?
 - Is there another way of looking at this?

- Recognise common thinking errors** (see separate tool kit/video in portal on Cognitive distortions)
 - Personalisation
 - Magnification & catastrophizing
 - Labelling
 - Mind reading
 - Discounting the positive
- Put it in a box**
 - Write it down
 - Diary time to review
 - Schedule a meeting
 - Give it a time frame
- Design your recovery mechanism**
 - Exercise
 - Meditation
 - Journaling
 - Random act of kindness
 - Gratitude
 - Use your network
 - Sustenance

MAKING SUCCESSFUL PLANS

- Reflect on last year
- Define your vision for success/goals you want to achieve and 'why'
- Establish obstacles/barriers to success
- Execute your plan
- Review regularly
- How will you hold yourself to account? Who can support you?
- Celebrate success and milestones along the way

REFLECT ON THE PREVIOUS YEAR

- What are you most proud of achieving last year and why?
- What changes do you need to make as you go into the new year?
- What do you need to stop, start and continue?
- What will make a difference to your work and life in 2020?
- What might stop you from succeeding?

PLANNING A SUCCESSFUL YEAR AHEAD

Career and development goals

- What does success look like for you in your career in 2020?
- What personal development do you need to work on?
- What relationships will you grow?

Overcoming obstacles

- How will you hold yourself to account?
- What resilience strategies will you utilise for managing setbacks?
- Who will be your support network?

Health and wellbeing

- What will you do to support your health and well being in 2020?

Fun and adventure

- What exciting plans / hobbies / holidays / home projects will keep you going and give you the space you need to be successful?