

SRS Mapping Workshop



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Welcome to the SRS Mapping Workshop

Session 1: Identifying Stressors, understanding and selecting

Session 2: Constructing your SRS Map

SRS Mapping Workshop Objectives:

1. Understand the concept of a Stress Reduction System (SRS)
2. Identify and select components personalized SRS.
3. Design and construct their own SRS map, visualizing their stressors.
4. Implementation of your SRS map
5. Leave the workshop with a personalized SRS map that serves as a visual guide for their stress reduction journey.

Session 1: Identifying Stressors, understanding and selecting

Defining an SRS (Stress Reduction System) (Unique Mechanism)

A Stress Reduction System, or SRS, is a personalized framework or set of practices designed to help individuals effectively manage and reduce their stress levels and become more productive.

SRS Concept

It involves implementing a set of practices, strategies, and habits that work together to help us navigate stressors more effectively and promote productivity.

Benefits

One of the key benefits of an SRS is that it provides us with a structured framework to address stress in a holistic manner. Instead of relying on one-off solutions or quick fixes, an SRS encourages us to consider multiple aspects of our lives that contribute to stress. This may include our thoughts and beliefs, lifestyle choices, self-care practices, time management, and relationships.

By implementing an SRS, we gain several benefits in managing stress:

1. **Increased self-awareness:** An SRS prompts us to reflect on our stress triggers, patterns, and responses. This self-awareness enables us to identify areas of improvement and make conscious choices to reduce stress.
2. **Enhanced coping mechanisms:** An SRS equips us with a range of coping strategies and techniques. These can include mindfulness exercises, deep breathing, physical activity, relaxation techniques, and seeking social support. By having a toolkit of effective coping mechanisms, we are better prepared to manage stress when it arises.
3. **Improved well-being:** An SRS promotes overall well-being by encouraging us to prioritize self-care activities. This may include getting sufficient sleep, eating a balanced diet, engaging in enjoyable hobbies, and setting boundaries to maintain a healthy work-life balance. By nurturing our well-being, we build resilience and are better equipped to handle stress.
4. **Better time management:** An SRS emphasizes the importance of managing our time effectively. By organizing and prioritizing tasks, setting realistic goals, and avoiding overcommitment, we can reduce stress related to time pressure and increase productivity.

5. **Increased resilience:** An SRS helps us develop resilience, which is the ability to bounce back from stress and adversity. Through regular practice of stress-reducing techniques and habits, we strengthen our ability to adapt, persevere, and maintain a positive mindset in the face of challenges.

The importance of personalization in designing an effective SRS

While there are general strategies and techniques that can help reduce stress, each individual's experience of stress is unique, and what works for one person may not work as effectively for another. This is why personalization plays a vital role in designing an SRS that is tailored to an individual's specific needs, preferences, and lifestyle.

Designing your OWN SRS

- Acknowledges and respects individual differences. Each person has their own stressors, triggers, and coping mechanisms that are influenced by factors such as personality, values, responsibilities, and circumstances.
- Personalization also enhances engagement and motivation. When we have a sense of ownership and control over our stress reduction practices, we are more likely to be actively engaged in implementing them. By choosing strategies and techniques that resonate with us personally, we are more motivated to incorporate them into our daily routines. This increases the likelihood of long-term adherence and sustainability, leading to better stress management outcomes.

- Through personalization, we have the flexibility to experiment with different techniques, assess their effectiveness, and make adjustments accordingly. This ongoing process of self-reflection and adaptation helps us refine our SRS over time, ensuring that it remains relevant and beneficial.
- Personalization is that it promotes self-awareness. (Know thy self) When we take the time to personalize our SRS, we gain a deeper understanding of our stress triggers, patterns, and preferences. It also helps us identify areas where we may need additional support or professional guidance.



Icebreaker Activity

Tell us about a stressor for you as it relates to your productivity.

Daily Stress ID Quiz/Assessment

Instructions: Read each statement and indicate the extent to which it applies to your daily life on a scale of 1 to 5, with 1 being "Not at all" and 5 being "Very much."

1. I often feel overwhelmed by my workload.
2. I struggle with time management and meeting deadlines.
3. I find it challenging to maintain a healthy work-life balance.
4. I frequently experience difficulty concentrating or staying focused.
5. I have trouble saying "no" to additional tasks or commitments.
6. I feel stressed when there is a lack of clarity or ambiguity in my tasks.
7. I often experience physical symptoms of stress, such as headaches or tension.
8. I have difficulty managing interruptions or distractions during work.
9. I tend to procrastinate or struggle with task initiation.
10. I feel stressed by interpersonal conflicts or challenging relationships at work or home.
11. I have a hard time disconnecting from work and taking breaks.
12. I struggle with perfectionism and setting unrealistic expectations for myself.
13. I feel stressed by a lack of support or resources in my work environment.
14. I experience difficulty prioritizing tasks and determining what's most important.
15. I feel stressed by technology overload or constant digital distractions.

Scoring: Add up your scores for each statement. The higher the total score, the more that particular stressor may be hindering your productivity.

Interpretation: Review the statements with the highest scores. These are the areas where you may be experiencing the most stress and productivity challenges in your daily life. Use this information as a starting point for identifying specific stressors to address and components to include in your Stress Reduction System (SRS) for improved productivity.

Note: This quiz/assessment is intended for self-reflection purposes and is not a substitute for professional advice. If you're experiencing significant stress or mental health concerns, it's important to consult with a qualified professional for guidance and support.

Key Components of an Effective SRS

The number of components that an effective daily Stress Reduction System (SRS) should contain can vary depending on individual preferences and needs. There is no specific requirement for the number of components in an SRS, as it should be tailored to suit your unique circumstances and goals.

The key aspect of designing an effective SRS is to include components that address different dimensions of stress management and promote overall well-being. It's important to choose components that resonate with you and that you are willing to commit to on a daily basis.

Mindfulness Practices

1. **Deep Breathing:** Take slow, deep breaths, focusing on the sensation of the breath entering and leaving your body. This practice helps calm the mind and relax the body.
2. **Meditation:** Set aside dedicated time to sit quietly and bring your attention to the present moment. You can focus on your breath, use a guided meditation app, or explore different meditation techniques.
3. **Nature Walking:** Take a leisurely walk and pay attention to the physical sensations of each step, the movement of your body, and the sights and sounds around you. Engage your senses fully in the experience.
4. **Gratitude Practice:** Take a few moments each day to reflect on and express gratitude for the things you appreciate in your life. It could be simple things like a good cup of coffee or a kind gesture from someone.
5. **Visualizations:** Close your eyes and imagine yourself in a peaceful natural setting, such as a serene beach or a tranquil forest. Engage your senses to create a vivid mental image and allow yourself to relax in that imagined environment.

Time Management Techniques

The Pareto Principle

The Pareto Principle, also known as the 80/20 rule, states that roughly 80% of the results come from 20% of the causes.

To implement the Pareto Principle, identify the 20% of tasks or activities that generate 80% of the desired outcomes and prioritize them. Focus your time, energy, and resources on these high-impact tasks to maximize efficiency and productivity.

Example: Here's an example to illustrate how to implement the Pareto Principle:

Let's say you have a to-do list with 10 tasks. By applying the Pareto Principle, you identify that 2 of those tasks are responsible for 80% of the desired outcomes. Instead of spreading your time and effort equally across all tasks, you prioritize and focus on those 2 tasks first, as they will have the most significant impact. This way, you optimize your productivity by directing your resources towards the tasks that yield the highest results.

Parkinson's Law

Parkinson's Law states that work expands to fill the time available for its completion, meaning that tasks often take longer than necessary. To implement Parkinson's Law, set shorter deadlines or allocate specific time blocks for tasks to increase focus and efficiency.

Example: For example, if given a week to complete a project, setting a shorter deadline of two days can help avoid unnecessary delays and improve productivity.

The Pomodoro Method

The Pomodoro Method is a time management technique that involves breaking work into focused intervals, typically 25 minutes, followed by short breaks. To implement the Pomodoro Method, set a timer for 25 minutes, work on a task with full concentration, then take a 5-minute break. Repeat this cycle and take longer breaks after completing a certain number of work intervals.

Example: For example, using the Pomodoro Method, you can work on a project for 25 minutes, take a 5-minute break, and continue the cycle until the project is completed.

The Eisenhower Matrix

The Eisenhower Matrix is a productivity tool that helps prioritize tasks based on their urgency and importance. It divides tasks into four quadrants: important and urgent, important but not urgent, urgent but not important, and neither urgent nor important.

To implement the Eisenhower Matrix, categorize tasks into the four quadrants based on their urgency and importance, and then tackle them accordingly, starting with the important and urgent tasks first.

Example: For example, using the Eisenhower Matrix, you can prioritize a project deadline (important and urgent) over checking emails (urgent but not important) or social media browsing (neither urgent nor important).

Energy Mapping Method

The Energy Mapping Method is a technique used to identify and allocate energy levels throughout the day for optimal productivity. It involves assessing personal energy patterns and matching tasks to the corresponding energy levels.

To implement the Energy Mapping Method, track your energy levels throughout the day, identify the times when your energy is highest, and schedule tasks accordingly to align with those energy peaks.

Example: For example, if you have high energy levels in the morning, you can schedule important and demanding tasks during that time to maximize productivity.

Automations as it relates to Time Management

Automation plays a crucial role in enhancing productivity, effectiveness, and accuracy. By automating repetitive and time-consuming tasks, individuals can save valuable time and focus on more meaningful and strategic work. Automation also minimizes human error, ensuring consistent and accurate results, leading to improved efficiency and reliability in various processes.

Auditing data is essential when automating systems because it ensures the accuracy, integrity, and reliability of the data being processed. Instead of solely entering data, conducting regular audits allows for error detection, anomaly identification, and quality control. By verifying the data, organizations can trust the automated systems and make informed decisions based on reliable information, ultimately improving the efficiency and effectiveness of their operations.

Quiz: Is Automation Needed?

1. **Scenario:** You spend a significant amount of time manually entering data from one software system to another. Is automation needed?
 - Option A: Yes, automating data transfer would save time and reduce the risk of errors.
 - Option B: No, manual data entry is efficient and error-free.
2. **Scenario:** You receive a large number of repetitive customer inquiries that require similar responses. Is automation needed?
 - Option A: Yes, automating responses with predefined templates would streamline customer support.
 - Option B: No, manually crafting responses is more personalized and effective.
3. **Scenario:** Your team spends hours each week generating reports by manually extracting data from various sources. Is automation needed?
 - Option A: Yes, automating the report generation process would save time and ensure accuracy.
 - Option B: No, manual data extraction and report creation is a necessary part of the workflow.
4. **Scenario:** You frequently encounter errors or inconsistencies in your inventory management due to manual tracking. Is automation needed?
 - Option A: Yes, automating inventory management would improve accuracy and reduce costly mistakes.

- Option B: No, manual tracking is sufficient and allows for more flexibility.
5. **Scenario:** Your organization struggles with repetitive administrative tasks that consume valuable time and resources. Is automation needed?
- Option A: Yes, automating administrative tasks would free up time for more strategic activities.
 - Option B: No, performing tasks manually is a necessary part of maintaining control.

Results:

- If you chose Option A for most scenarios, it indicates that automation may be beneficial in those areas.
- If you chose Option B for most scenarios, you may have specific reasons for not considering automation at the moment.

Note: The suitability of automation may vary depending on specific circumstances, and a thorough assessment of each scenario is recommended.

Tools & Technologies for implementing systems

Category	Tools and Technologies	Description
Calendars	Google Calendar	A popular and user-friendly calendar app by Google, allowing you to schedule events, set reminders, and more.
	Microsoft Outlook	A robust email and calendar management tool that integrates seamlessly with Microsoft Office.
	Apple Calendar	The default calendar app for Apple devices, offering a simple and intuitive interface for scheduling events.
	Any.do Calendar	A feature-rich calendar app that combines scheduling, task management, and reminders in one place.
	Fantastical	A powerful calendar app known for its natural language input, beautiful design, and cross-platform support.
	Calendly	An online scheduling tool that streamlines appointment booking and eliminates the hassle of back-and-forth emails.
Task Management	Notion	A versatile all-in-one workspace for notes, tasks, and collaboration, allowing you to organize your work effectively.
Software	Trello	A popular Kanban-style project management tool that helps teams track tasks and workflows in a visual manner.
	Asana	A comprehensive project management tool designed to help teams organize, track, and manage their work.
	Todoist	A simple yet powerful task management app that enables you to create to-do lists and set reminders with ease.
	Wunderlist	A user-friendly task management app that allows you to create and manage tasks across multiple devices.
	Monday.com	A collaborative platform that offers customizable workflows and project management features for teams of all sizes.
	ClickUp	An all-in-one productivity platform with features like task management, docs, and chat to enhance team collaboration.
	MeisterTask	A visually appealing task management tool that helps teams streamline their workflows and track progress.

Category	Tools and Technologies	Description
	Remember The Milk	A popular to-do list app that lets you manage tasks, set priorities, and receive reminders across various platforms.
	Omnifocus	A task management app designed for Mac and iOS devices, offering features like task organization and focus modes.
Time Tracking	Toggl	A time tracking tool that helps you monitor how you spend your time and analyze productivity patterns.
	RescueTime	An automatic time tracking and productivity tool that provides insights into your digital habits and distractions.
	Clockify	A simple time tracking app that allows you to track and analyze your working hours for better productivity.
	Harvest	A time tracking and invoicing tool that integrates with other popular apps to streamline your workflow.
	Everhour	A time tracking tool that seamlessly integrates with project management platforms to track and manage team hours.
	Timely	A comprehensive time tracking and scheduling tool that helps you plan, track, and manage your work efficiently.
Project Management	Basecamp	A project management and team collaboration platform known for its simplicity and intuitive interface.
	Jira	A robust project management tool primarily used for software development projects and agile workflows.
	Teamwork	A feature-rich project management platform that enables teams to collaborate, track progress, and meet deadlines.
	Airtable	A flexible and collaborative spreadsheet-database hybrid that allows you to organize projects and workflows.
	Assembla	A project management and version control tool designed for software development teams to streamline their workflows.
	Redbooth	A project management and team collaboration platform that helps teams streamline their work and communication.

Category	Tools and Technologies	Description
Note-Taking and	Evernote	A popular note-taking app that lets you capture and organize ideas, tasks, and reminders across multiple devices.
Documentation	OneNote	Microsoft's digital notebook that allows you to capture, organize, and share notes, files, and drawings.
	Bear	A flexible and beautiful note-taking app for iOS and macOS devices, offering rich formatting and organization features.
	Simplenote	A lightweight and distraction-free note-taking app that syncs seamlessly across devices.
	Zoho Notebook	A versatile note-taking app that lets you organize your thoughts, ideas, and tasks using notebooks and cards.
	Dropbox Paper	A collaborative workspace where you can create, share, and edit documents, allowing for seamless team collaboration.
	Quip	A collaborative productivity suite that combines documents, spreadsheets, and chat to enhance teamwork.
	Nuclino	A team collaboration and knowledge management platform that offers a wiki-like environment for organizing information.
	Slite	A simple and collaborative documentation tool that helps teams create and share knowledge effectively.
	Roam Research	A note-taking and knowledge management tool that enables a unique approach to interlinked and networked thinking.
Communication	Slack	A popular team communication tool that offers channels, direct messaging, and integrations for efficient collaboration.
and Collaboration	Microsoft Teams	A comprehensive collaboration platform that combines chat, video meetings, file sharing, and app integrations.
Tools	Zoom	A widely used video conferencing tool that allows you to host and join meetings with ease.
	Google Meet	Google's video conferencing solution that offers secure and easy-to-use virtual meetings and collaboration.

Category	Tools and Technologies	Description
	Toggl Plan	A visual project planning and scheduling tool that helps teams stay organized and meet their goals.
	Twist	A team communication tool that prioritizes focused, threaded conversations for better collaboration.
	Flock	A team messaging and collaboration platform that offers channels, video conferencing, and file sharing.
	Monday.com	An intuitive and customizable work operating system that simplifies team collaboration and project management.
	Wrike	A versatile project management and collaboration tool that helps teams streamline their workflows and track progress.
	Zoho Projects	A comprehensive project management tool that enables teams to plan, track, and collaborate on projects effectively.
	ProofHub	An all-in-one project management and team collaboration software that helps teams stay organized and deliver projects on time.
	Smartsheet	A dynamic work execution platform that enables teams to manage projects, automate workflows, and track progress.

These tools and technologies can help you automate your workload, reduce stress, and boost productivity across various areas of your personal and professional life.

Self-Care Activities

Self-care is a crucial and integral component of an effective Stress Reduction System (SRS). It involves nurturing and prioritizing one's physical, mental, and emotional well-being to manage stress and enhance overall productivity. By practicing self-care, individuals can recharge, rejuvenate, and maintain a healthy balance in their lives. Here are five examples of self-care practices that can be included in an SRS:

1. Regular Exercise
2. Adequate Sleep
3. Mindfulness and Meditation
4. Leisure and Hobbies
5. Setting Boundaries

Cognitive Strategies

Incorporating cognitive strategies into an effective Stress Reduction System (SRS) is crucial for managing stress and enhancing overall productivity. Cognitive strategies involve adopting thought patterns and mental techniques that promote a positive mindset and resilience. Here are some key cognitive strategies that can be included in an SRS:

1. **Positive Self-Talk:** Practicing positive self-talk involves replacing negative thoughts with encouraging and affirming statements. It helps reframe situations, boosts self-confidence, and reduces stress.
2. **Cognitive Restructuring:** Cognitive restructuring involves challenging and replacing negative or distorted thoughts with more realistic and positive ones. This strategy helps individuals gain a more balanced perspective and reduces anxiety and stress.
3. **Problem-Solving Skills:** Developing effective problem-solving skills allows individuals to approach challenges in a systematic and constructive manner. It involves breaking down problems, generating possible solutions, and implementing them to reduce stress and enhance productivity.

Digital Detox and Technology Management

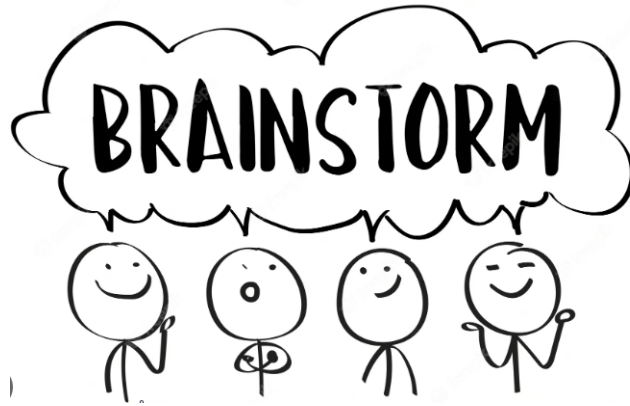
Digital detox and technology management are vital components of an effective Stress Reduction System (SRS). In today's digital age, managing our relationship with technology is essential for reducing stress, maintaining focus, and improving overall well-being. Here are five options for incorporating digital detox and technology management into an SRS:

1. **Scheduled Breaks:** Setting aside dedicated periods of time to disconnect from electronic devices and engage in activities that promote relaxation and connection with the physical world. This can include activities like going for a walk, practicing mindfulness, or spending quality time with loved ones.
2. **Establishing Boundaries:** Creating boundaries around technology use by defining specific times and places where devices are off-limits, such as during meals, before bedtime, or in certain rooms of the house. This helps in maintaining a healthy balance between online and offline activities.
3. **Mindful Social Media Use:** Being mindful of the time spent on social media platforms and consciously curating the content to ensure it positively impacts mental well-being. Unfollowing negative or triggering accounts and following accounts that inspire, educate, or bring joy can contribute to a healthier digital experience.
4. **Notification Management:** Reviewing and adjusting notification settings on devices to minimize distractions and interruptions. Turning off non-essential notifications or using "Do Not Disturb" modes during focused work or personal time helps maintain concentration and reduce stress.
5. **Establishing Technology-Free Zones:** Designating specific areas or times where technology is prohibited, such as bedrooms or the first hour after waking up. Creating these technology-free zones allows for mental relaxation, quality sleep, and promotes healthier daily routines.

Key Components of an Effective SRS

Component	Description
Mindfulness practices	Engage in meditation, breathing exercises, and body scans to cultivate present-moment awareness.
Time management techniques	Prioritize tasks, set goals, and practice efficient planning to better manage your time.
Self-care activities	Nurture physical, mental, and emotional well-being through hobbies, relaxation, and self-compassion.
Relaxation techniques	Practice progressive muscle relaxation, guided imagery, or deep breathing to induce relaxation.
Regular physical exercise	Engage in activities like walking, yoga, or jogging to release endorphins and reduce stress.
Social connections	Maintain strong relationships and seek support from loved ones or support groups.
Healthy lifestyle choices	Make conscious decisions about nutrition, hydration, and avoiding excessive stimulants.
Cognitive strategies	Challenge negative thoughts, practice reframing, and focus on gratitude to shift perspectives.
Emotional regulation	Use techniques like journaling, self-reflection, or therapy to manage and express emotions.

Component	Description
Time for reflection	Allocate time for introspection, self-reflection, and journaling to gain insights and clarity.
Goal setting and action planning	Set SMART goals and break tasks into manageable steps to stay focused and motivated.
Digital detox and technology management	Set boundaries on screen time and take breaks from devices to reduce digital stress.
Sleep hygiene	Establish a bedtime routine, create a sleep-friendly environment, and prioritize quality sleep.



Brainstorm additional components that may add value that are not on this list and add to the workbook space.

Selecting Components for your SRS

Select the SRS component that resonates with you. While selecting your components consider the stress surrounding productivity that we worked on earlier.

Component	Frequency
Mindfulness practices-	
Time management techniques-	
Self-care activities-	
Relaxation techniques-	
Regular physical exercise-	
Social connections-	
Healthy lifestyle choices-	
Cognitive strategies-	
Emotional regulation-	
Time for reflection-	
Goal setting and action planning-	
Digital detox and technology management-	
Sleep hygiene-	

Session 2: Constructing your SRS Map

Recap of session 1

Determine your SRS Frequency.

The frequency of constructing an SRS Map depends on personal preferences and the nature of individual stressors. While some individuals may find it helpful to construct a daily SRS Map to address their daily stressors and maintain a sense of focus, others may prefer a weekly or even monthly approach. It is important to consider the level of detail and effort required in constructing the map and ensure that it aligns with one's lifestyle and needs. Experimenting with different frequencies can help determine the most effective approach for each individual in managing stress and maximizing productivity.

Sections of an effective SRS Map.

1. Date
2. Goals
3. Components
4. Schedule
5. Reflection
6. Gratitude

The SRS MAP template for a daily SRS (Stress Reduction System) typically includes the following sections:

1. Date: Start by writing the date at the top of the template to track your progress and provide a reference for each day.
2. Goals: Set specific and achievable goals for the day. These can include tasks, activities, or intentions that align with your overall stress reduction and productivity objectives.
3. Components: List the key components of your SRS that you have identified as relevant for daily management of stress. These can include mindfulness practices, time management techniques, self-care activities, and any other strategies you have chosen.
4. Schedule: Create a schedule or timetable for the day, allocating time slots for different activities, tasks, and breaks. This helps structure your day and ensures that you have designated time for each component of your SRS.
5. Reflection: Reserve space for reflection and evaluation. At the end of the day, reflect on how well you implemented your SRS components, assess their effectiveness in reducing stress and enhancing productivity, and make notes on any adjustments or improvements for the future.
6. Gratitude or Positive Affirmations: Consider including a section for expressing gratitude or writing positive affirmations. This allows you to focus on the positive aspects of your day, fostering a positive mindset and reinforcing the benefits of your SRS.

Remember, the SRS MAP template for a daily SRS can be personalized and adapted based on your preferences and needs. It serves as a visual tool to guide you in implementing your stress reduction strategies and helps you stay organized and focused on your goals throughout the day.

Sample Daily SRS Map:

Date: June 10, 2023

Goals:

1. Complete at least 5 tasks on my Trello board
2. Take a 30-minute walk during lunch break
3. Practice 15 minutes of visualization
4. ACV in the AM lots of water and cooking a healthy dinner
5. No social media or computer time after 9pm

Components:

1. Goal setting and action planning/ Time management
2. Regular physical exercise
3. Mindfulness
4. Healthy lifestyle choices
5. Digital detox

Schedule:

- 8:00 AM - 8:15 AM: Mindful break with visualization
- 9:00 AM - 10:00 AM: Emails for all business mailboxes
- 10:15 AM - 12:00 PM: Continue working on tasks
- 12:00 PM - 12:30 PM: Take a walk during lunch break
- 12:30 PM - 1:00 PM: Reflective journaling
- 1:00 PM - 4:00 PM: Continue working on tasks
- 4:00 PM - 7:00 PM: Prepare and enjoy a healthy dinner
- 8:00 PM – Digital detox no cell phones or computer

Daily SRS Map Template

Goals

Components

Schedule

Daily SRS Map Template

Goals

Components

Schedule

Weekly SRS Map Template

Goals

Components

Schedule

Weekly SRS Map Template

Goals

Components

Schedule

Monthly SRS Map Template

Goals

Components

Schedule

Monthly SRS Map Template

Goals

Components

Schedule

Map Sharing

Action planning and commitment

Introduction: In this guided activity, we will focus on fostering commitment and accountability for your Stress Reduction System (SRS). By establishing clear commitments and implementing accountability strategies, you can increase your chances of successfully implementing and sustaining your SRS. Let's begin!

Instructions:

1. **Reflect on Your Motivation:** Take a moment to reflect on your motivation for implementing your SRS. Consider the benefits you hope to gain, such as reduced stress, increased productivity, improved well-being, or better work-life balance. Write down your motivations to reinforce your commitment.

2. **Identify Key Actions:** Identify three key actions or habits that align with your SRS and will contribute significantly to your stress reduction and productivity goals. These actions can be related to mindfulness practices, time management strategies, self-care activities, or any other components of your SRS.

3. **Define Commitment Statements:** For each key action, create a commitment statement that clearly articulates your dedication to implementing and practicing that action. Write the statements in the present tense, using affirmative language. For example, "I commit to practicing mindfulness meditation for 10 minutes every morning."

4. **Establish Accountability Measures:** Explore different accountability strategies that can help you stay committed to your SRS. This can include sharing your commitments with a trusted friend, joining a support group or accountability partnership, setting up reminders or notifications, or using habit-tracking apps or tools.
5. **Set Rewards and Consequences:** Define rewards or incentives for achieving your commitments and consequences for not following through. These can be simple and personalized, such as treating yourself to something you enjoy when you consistently meet your commitments or withholding a favorite activity if you consistently fall short.

6. **Review and Reflect:** Regularly review your commitments, track your progress, and reflect on your experiences. Celebrate your successes and learn from any setbacks or challenges you encounter. Adjust your commitments or accountability measures as needed to better support your journey.



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