

The following is a checklist that you can use to track your progress and make sure that you learn all of the information packed into the main training course. You can also add items if you need to.

Avoiding Behaviors That Fuel Stress

The Three Obsessive Behaviors That Fuel Stress:

- Obsessive Negativity** – Tendency toward being "negative" about people, places, situations, and things in your life.
- Obsessive Perfectionism** - Centered on trying to do everything "just so" to the point of driving yourself into an anxious state.
- Obsessive Analysis** - Find yourself wanting to re-hash a task or an issue over and over again.

Methods for Counteracting These Behaviors:

- First, **ask the people you know, love, and trust**, "Am I negative about things?", "Do I complain a lot?", and "Am I difficult to be around?"
- Second, **keep a journal to write down and establish patterns** of when you are using "blocking behaviors."

Stress vs Anxiety

Stress is...

- The way our bodies and minds react to something which upsets our normal balance in life; an example of stress is the response we feel when we are frightened or threatened.

Anxiety is...

- A feeling of apprehension or fear and is almost always accompanied by feelings of impending doom.

Physical Symptoms of Anxiety

- Diarrhea
- Dry mouth
- Rapid heartbeat or palpitations
- Insomnia
- Irritability or anger
- Inability to concentrate
- Fear of being “crazy”
- Feeling unreal and not in control of your actions which is called depersonalization

Signs of an Oncoming Panic Attack

- Palpitations
- A pounding heart, or an accelerated heart rate
- Sweating
- Trembling or shaking
- Shortness of breath
- A choking sensation
- Chest pain or discomfort
- Nausea or stomach cramps
- De-realization (a feeling of unreality)
- Fear of losing control or going crazy
- Fear of dying
- Numbness or a tingling sensation in your face and limbs

Self-Analysis Time

Ask yourself the following questions. Answer yes if you've been feeling this way consistently over a period of two weeks.

Do you find yourself constantly sad?

Are you un-motivated to do simple things like shower, clean up the house, or make dinner?

Do people tell you you're overly irritable?

Do you have trouble concentrating?

Are you feeling isolated from family and friends even when they are around you?

Have you lost interest in your favorite activities?

Do you feel hopeless, worthless, or guilty for no reason at all?

Are you always tired and have trouble sleeping?

Has your weight fluctuated significantly?

If you can answer "Yes" to five or more of these questions, you could be suffering from clinical depression.

Let's see if you are overly stressed out. Ask yourself the following:

Do you worry constantly and cycle with negative self-talk?

Do you have difficulty concentrating?

Do you get mad and react easily?

Do you have recurring neck or headaches?

Do you grind your teeth?

Do you frequently feel overwhelmed, anxious or depressed?

Do you feed your stress with unhealthy habits-eating or drinking excessively, smoking, arguing, or avoiding yourself and life in other

ways?

- Do small pleasures fail to satisfy you?
- Do you experience flashes of anger over a minor problem?
- If you can answer “Yes” to most of these questions, then you do have excessive stress in your life.

Let’s move on to anxiety:

- Do you experience shortness of breath, heart palpitation or shaking while at rest?
- Do you have a fear of losing control or going crazy?
- Do you avoid social situations because of fear?
- Do you have fears of specific objects?
- Do you fear that you will be in a place or situation from which you cannot escape?
- Do you feel afraid of leaving your home?
- Do you have recurrent thoughts or images that refuse to go away?
- Do you feel compelled to perform certain activities repeatedly?
- Do you persistently relive an upsetting event from the past?
- Answering “Yes” to more than four of these questions can indicate an anxiety disorder.

□ How To Combat Panic Attacks

- The trick to ending panic and anxiety attacks is to WANT to have one.
- What it means is that when you are afraid of something – in this case a panic attack – it will more than likely appear and wreak havoc.
- When you stand up to the attack, your chances of fending it off are much greater.
- In essence what this means is that if you daily voluntarily seek to have a panic attack, you cannot have one.
- Another way to appreciate this is to imagine having a panic attack as like standing on a cliff's edge.
 - The anxiety pushes you closer to falling over the edge.
 - To be rid of the fear you must metaphorically jump.
 - You must jump off the cliff edge and into the anxiety and fear and all the things that you fear most.
- The key to overcoming panic attacks is to relax.
 - A good way to do this is to concentrate on your breathing making sure it is slow and steady.
 - One of the first signs of a panic attack is difficulty breathing, and you may find yourself panting to catch a breath.
 - When you focus on making those breaths even, your heart rate will slow down and the panic will subside.
 - Breathing more slowly and deeply has a calming effect.
 - A good way to breathe easier is to let all air out of your lungs.
 - This forces your lungs to reach for a deeper breath next time.
- Ideally, you want to take the focus off the fact that you are having a panic attack.

Using Visualization To Calm Yourself

- The purpose of visualization is to enable you to quickly clear mental stress, tension, and anxious thinking.
- The visualization can be used when feeling stressed and is particularly useful when your mind is racing with fearful, anxious thinking.
- This visualization process, when practiced frequently, is very effective for eliminating deep-seated mental anxieties or intrusive thoughts.
- To gain maximum benefit, the exercise must be carried out for longer than 10 minutes at a time, as anything shorter will not bring noticeable results.
- There is no right or wrong way to carry out the visualization.
- Be intuitive with it and do not feel you are unable to carry it out if you feel you are not very good at seeing mental imagery.
- As long as your attention is on the exercise, you will gain benefit.

Using Music To De-Stress

- Listening to music does wonder to alleviate stress. Everyone has different tastes in music.
- Listen to the music that makes you feel comfortable.
- Sitting down and forcing yourself to listen to relaxation music that you don't like may create stress, not alleviate it.
- Music is a significant mood-changer and reliever of stress, working on many levels at once.
- Playing music in the background while working, seemingly unaware of the music, has been found to reduce the stress of the workplace.

- That's why so many retail places play music while you shop – to take your mind off the high prices!
- Music was found to reduce heart rates and to promote higher body temperature - an indication of the onset of relaxation.
- Combining music with relaxation therapy was more effective than doing relaxation therapy alone.
- Music can be one of the most soothing or nerve wracking experiences available.
- Choosing what will work for any individual is difficult, most will choose something they 'like' instead of what might be beneficial.

Self-Hypnosis To Cure Stress

Relaxation

- Your first job in the hypnotic induction is to slow the juices down and get yourself relaxed.
- Don't try to force your mind to relax (whatever that means)!
- If you get yourself physically relaxed, your mind will follow.
- Relaxation – really deep relaxation – is an ability that most people have either lost or never developed.
- Some people can do it quite easily, though.

Deepening Procedures

- Once you have completed the relaxation phase of your self-hypnosis induction procedure, you can begin to deepen the relaxed state.
- At some time between the deep relaxation and the deepening procedures you will move into a hypnotic state.
- You probably won't know it, especially as a beginner, but it will happen sooner or later.
- One of the first hurdles a beginner must get over is the compulsion to "watch for it."
- That is, you will keep waiting for hypnosis to happen, for some change in your awareness or the way you feel that will say to you, "You're hypnotized."
- Watching for hypnosis will definitely get in your way if you don't get it out of your mind.

Suggestion Application in Self-Hypnosis

- Once you have reached the end of your deepening procedure you are ready to apply suggestions.

- What you have done during the relaxation and deepening procedures is increase your suggestibility.
- That is, you have opened up your subconscious mind at least a little bit to receive your suggestions.
- This works because of the particular, and peculiar, characteristics of the subconscious part of your mind.
- The most common and easiest way to apply suggestions is to have them worked out ahead of time, properly prepared and worded, and memorized.
- It should not be too difficult to remember them because they should be rather short and you are the one who composed them.
- If you have them ready and remembered, you can simply think your way through them at this point.

Termination

- Once you have finished applying suggestions you are through with your induction and you can terminate your session.
- You could just open your eyes, get up and go about your business, but that is not a good idea.
- You should formally identify the end of every session.
- By doing this you provide a clear boundary between the hypnotic state and your ordinary conscious awareness.
- A clear termination also prevents your self-hypnosis practice session from turning into a nap.

□ Five Stress Reduction Techniques

- **Don't just sit there.** Move! According to many psychologists, motion creates emotion. You might notice that when you are idle, it's easier to become depressed.
- **Smell the roses.** How do you smell the roses? How about investing some money to go on that one trip you've been dreaming about? Visit a country with lots of exotic places to jolt your imagination and spur your creativity.
- **Help others cope with their problems.** It is very therapeutic when you engross yourself in helping others. You will be surprised how many people's problems are worse than those you may be facing.
- **Laugh a little.** By now you've heard that laughter is a good internal medicine. It relieves tension and loosens the muscles. It causes blood to flow to the heart and brain.
- **Wear your knees out.** If there were one sustainable remedy I could offer you when the going gets tough, it would be prayer.

□ Learning To Just Say "NO!"

- A people pleaser may believe that if they ask someone for help and that person agrees, that person would be giving out of obligation, not because they really wanted to.
- The thinking goes - if they really wanted to help, they would have offered without my asking.
- This line of thinking happens because people pleasers themselves feel obliged to help and do not always do things because they want to.
- Sadly, people pleasers have been taught that their worth depends on doing things for other people.

- First, practice saying NO. This is a very important word!
- Say it as often as you can, just to hear the word come out of your mouth. Say it out loud when you are alone.
- Stop saying YES all the time. Try to pause or take a breath before responding to someone's request.
- Take small breaks, even if you feel guilty. You won't always feel guilty, but most likely in the beginning you will.
- Ask someone to help you with something. I know this is a hard one but you can do it!
- Check in with how you feel and what you are thinking. It's important to be aware of these things; they're part of who you are.

Embracing The Concept of Break Time

- A break can be anything from a 10-minute meditation session to a trip around the world, and anything in-between.
- Should be something that takes your mind off of a preoccupation with the everyday tedium of life.
- While you are taking this rest, above all, allow yourself the time to do it and don't feel guilty about.
- You will gain so very much by this time off, so enjoy the time you are giving yourself.
- Life will go on without you and contrary to what your mind might be telling you, everyone will survive – even when you're not there!
- If you're feeling tired, unmotivated or just in need of a rest, don't be a martyr or look negatively at this.
- You may actually find that in reality, allowing yourself a break will actually help you become more efficient in every part of your life.