

Self
Help

Staff Wellbeing Access Program

SIMPLE PERSONAL RULES:

1. *This is not a perfect world. Families and friends have their failings. Perfection is rarely attained, so be satisfied with less.*
2. *Tolerance makes understanding the other person easier. It sets an attainable standard.*
3. *Do not be a slave to the clock. Work at your own pace. Do as much as you can. Trying to meet too many deadlines only creates tension.*
4. *You cannot please everybody, so stop trying. Popularity comes by giving your friends and family a chance to love you for yourself, not for your best performance.*
5. *Be efficient, yes, but not the extent that perfection becomes a burden.*
6. *Speak up if you want to. You cannot please everybody, and honesty and directness break down barriers and make friendships easier.*
7. *Approve of yourself. You are as good as the next fellow.*
8. *Stop being so critical of your negative feelings. Everyone is ambivalent at times, so do not worry so much about loving and hating.*
9. *Stop feeling so guilty. We are all human beings, and we all make errors. Give a little and you will get a lot - maybe even a reduction of the pain in your head.*
10. *Take it easy. It is not a disaster if you forget someone's name, burn the dinner or don't have time to mow the lawn. Talk more slowly. Walk more slowly. You have plenty of time.*
11. *Think positively. You can handle a problem as well as the next person. All the people you meet in the street or around a conference table have their problems too.*
12. *Spread out your workload through the day. Give yourself enough time for each task.*
13. *Remain calm, don't bottle up your feelings and share your worries with another.*
14. *Eat regular healthy meals and don't hurry them*
15. *Limit yourself to five cups of tea or coffee each day.*
16. *Cut out smoking or reduce it to less than 10 cigarettes per day.*
17. *Learn to recognise any tendency to over breathe.*