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# Keeping Your Cool in the Workplace



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Interfacing with others in the workplace or in the public domain can sometimes be just plain distressing on a bad day. An abusive client, the occasional volatile team member railing at you, or a traumatic incident can alter how you successfully manoeuvre the working week, your personal relationships or even your sleeping patterns over a period of time.

The study of the human mind has proven that in the event of you being thrown into a negative situation, you will require up to ten positive comments, memories and acts of kindness to counteract the chemical responses your body produces as well as the memories created by them. Consequently, putting into practice self-care and awareness techniques **immediately** after something unpleasant happens, will allow you to regain your "bounce" after only a week or so.

# 3 Important Tips

to remember at your desk when you feel you're losing your composure:

- 1** Recall your selection of **happy** thoughts:
- bad days do have an ending
  - your home and hearth is a safe, happy place
  - you are valued and appreciated by your loved ones
  - you have some pretty good days lined up (eg. an upcoming holiday)
  - what was said about you has been proven wrong many times over



Revising these positive thoughts counteracts the negative bias that accompanies the culture of much of our history. Recall the successes and the good times instead, and release that much needed oxytocin and dopamine! Maybe even hug the janitor (dopamine rush)!

- 2** **Breathe** deeply for a few minutes every twenty minutes or so. Consciously slow down your heart rate with slow exhalations. As you breathe in, imagine the pleasurable scents of holidays gone by, the beach, or your grandma's cooking! Strangely, patting or tapping your heart slowly and rhythmically also slows you down.



- 3** A **distraction** helps. A brisk 10 minute walk outside as soon after the incident as convenient, a short shopping spree after work that day, or visiting the gym afterhours will work.

Couple the activities with good mindfood, and you are well on the way to bouncing back. Google some positive affirmations to rehearse in your mind whilst you shop or exercise.



Rehearsing the situation and your emotions with fellow workmates in multiple conversations reinforces the culture of victimization, and with it, helplessness.

Determine to make your next interaction with a friend, client, student or patient a surprisingly positive and pleasant one!