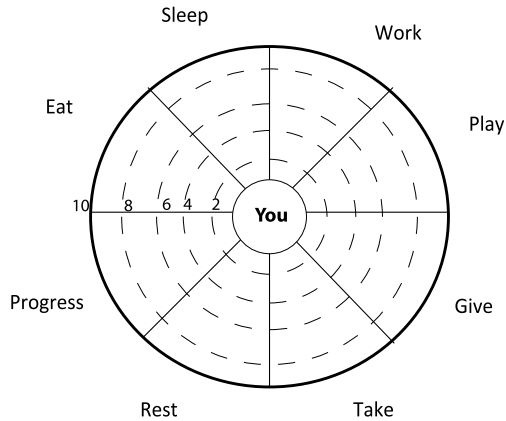


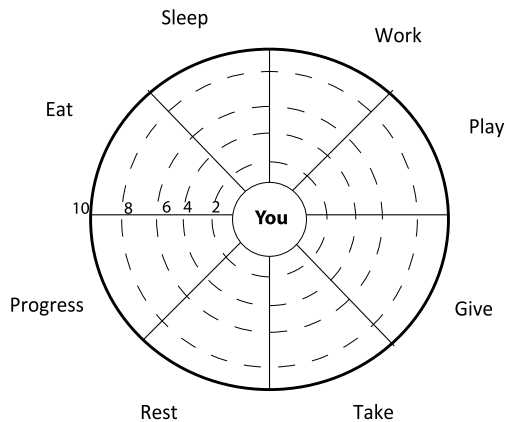
TIPS TO COPE / WHAT'S NEXT?

PROGRESS

Consider regular self-assessment.



Date: _____



Date: _____

*I WILL TAKE RESPONSIBILITY FOR THE CHANGES OR
FIND THE HELP I NEED.*

Resource : _____

Tel. No.: _____

WWW.CSEAS.PER.GOV.IE

November 2014

PERSONAL ACTION PLAN

CIVIL SERVICE
EMPLOYEE ASSISTANCE
SERVICE
(CSEAS)

Seirbhís Chúnaimh
d'Fhostaithe na Státseirbhíse



Civil Service Employee
Assistance Service

Phone: 0761 000 030
email: cseas@per.gov.ie
www.cseas.per.gov.ie

MISSION STATEMENT

*To offer a quality resource and support
service for all staff which positively affects
both individual health and well-being and
organisational effectiveness*

When we are experiencing difficult and painful levels of stress, Cognitive Behaviour Therapy suggests that we can help ourselves and improve the situation if we focus on 5 areas:

- our thinking
- our behaviour
- our environment
- our emotions
- our physical body

Small improvements in any or all of these areas can lead to noticeable reductions in our stress levels.

THE FOLLOWING IS YOUR SIMPLE PLAN TO DEAL WITH DIFFICULT TIMES

INTERNAL STRESSORS

EXTERNAL STRESSORS

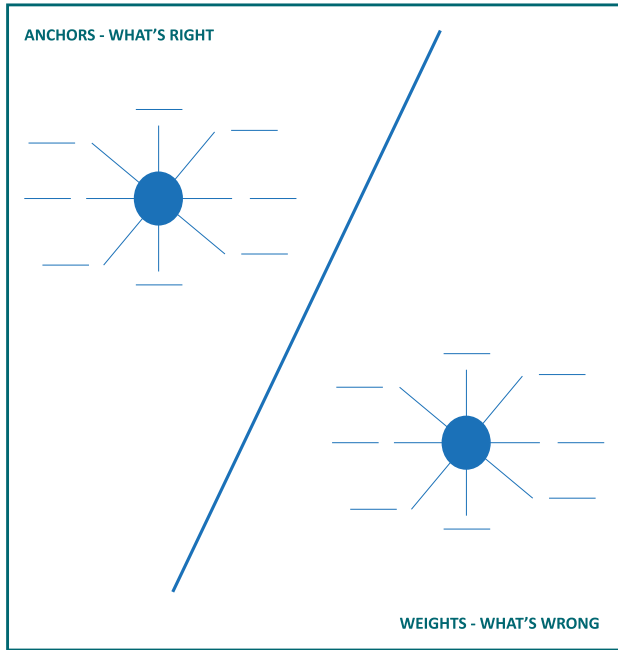
INTERNAL RESPONSE

EXTERNAL RESPONSE

IS THAT HELPING? YES ___
NO ___

WHAT WOULD YOU TELL A FRIEND?

If you're feeling all at sea, you need to drop anchor

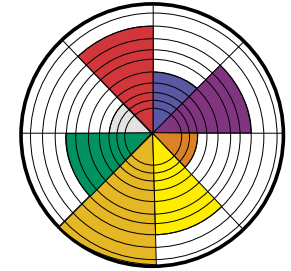


External Stress:

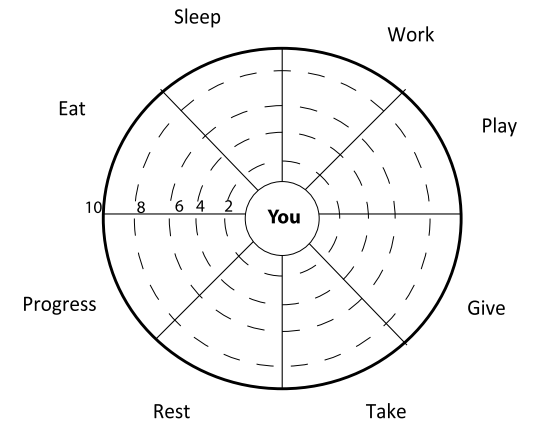
- Remove it
- Adjust to it
- Manage it

WORK-LIFE BALANCE

SAMPLE WHEEL OF LIFE



WHERE 2 IS TOO LITTLE
AND 10 IS ENOUGH



WHAT WORKED BEFORE?

If things were better, how would you know?