# **Personal Action Plan**



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# www.cseas.per.gov.ie



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

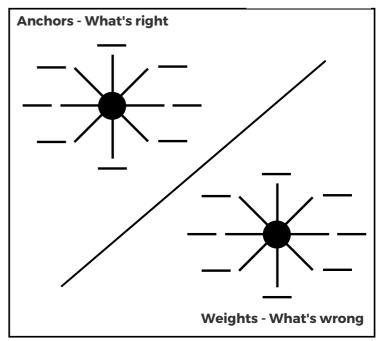
Internal Stressors External Stressors

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





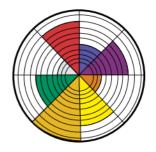
### **External Stress:**

- · Remove it
- Adjust to it
- Manage it

#### Work-life balance

## Sample Wheel of Life

Where 2 is too little and 10 is enough



On-duty EAO available at 0818 008120 Monday - Thursday: 9am - 5.15pm Friday: 9am - 5pm Appointments are available evening and weekends if required

> Email: cseas@per.gov.ie www.cseas.per.gov.ie

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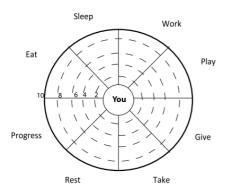


What worked before?

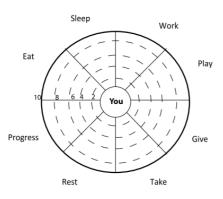
If things were better, how would you know?

### **Progress**

Consider regular self-assessment.



Date:



Date: \_\_\_\_

Tips to cope / \	What's next?
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I will take responsibility for the changes or find the help I need.

Resource:

Tel. No.: \_\_\_\_\_

Civil Service Employee Assistance Service (HQ)
Department of Public Expenditure and Reform
4th Floor, St. Stephen's Green House,
Earlsfort Terrace,
Dublin 2, DO2 PH42, Ireland
Tel: 0818 008120

Email: cseas@per.gov.ie www.cseas.per.gov.ie