

# StressPro™

## Pathway to Personal and Work Life Vitality

for TEST TEST

This is your Full Report

[Click here to view your brief Top Priorities report](#)

Contents	Page
Introduction & Action Focus	1
Vitality Snapshot	2
Personal Vitality Index	3
Body/Mind Wellbeing	
Fulfillment	
Stress Control	
Worry Control	
Interpersonal Satisfaction	
Personal Vitality Action Plan	
Work Engagement Index	14
Work Stress	
Work Satisfaction	
Commitment to Job	
Work Engagement Action Plan	
Lifestyle Vitality Index	21
Work	
Family	
Friends	
Personal Development	
Lifestyle Vitality Action Plan	

ID# FD6S1PAIC1GU for TEST TEST on November 6, 2012

**INTRODUCTION**

The StressPro™ is designed to provide insight into the personal strengths of individuals which energize vitality... personally, at work and in a balanced lifestyle. As we take advantage of those strengths, our stress decreases and satisfaction rises. By focusing on our strengths we become more able to address our growth opportunities.

In addition, strong engagement with our work life, where the satisfactions clearly outweigh the stress, is now known to be one of the most powerful influences on our personal and family wellbeing, as well as on our careers. The StressPro™ is designed to provide insight into the personal strengths of individuals which make for a rewarding level of engagement.

Richard C. B. Earle, Ph.D.  
John C. Marshall, Ph.D.

**ACTION FOCUS** (refer to this worksheet as you review your report)

This profile report provides you a menu of completely personalized action recommendations ... to build on your Strengths, and to leverage your Growth Opportunities for more vitality all day, every day.

So, where should I start? Here are the three StressPro™ areas which your profile suggests should focus your plan for increasing your vitality ... plus our action recommendations for doing precisely that. If you are working with a coach or counselor, be sure your plan benefits from their insights.

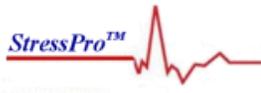
1. Your three top priority opportunities to increase your Vitality...

#1. Focus on this StressPro™ item ▶ Body/Mind Wellbeing	Action we recommend for you see page 3 of this report
My action plan is to ... _____	
#2. Focus on this StressPro™ item ▶ Work Stress	Action we recommend for you see page 14 of this report
My action plan is to ... _____	
#3. Focus on this StressPro™ item ▶ Commitment to Job	Action we recommend for you see page 18 of this report
My action plan is to ... _____	

2. Additional opportunities to increase your Vitality...

After reviewing your report select two additional opportunities where you would like to focus.

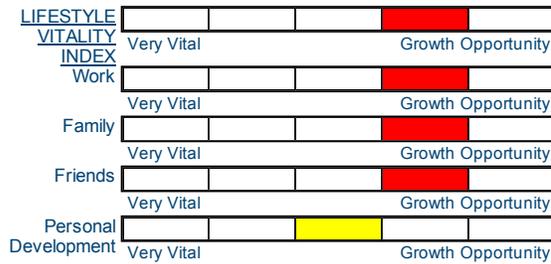
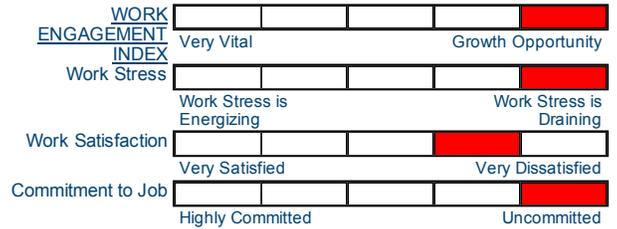
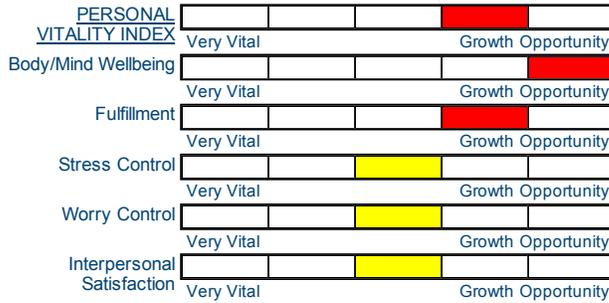
#4. I want to focus on this StressPro™ item ▶
My action plan is to ... _____
#5. I want to focus on this StressPro™ item ▶
My action plan is to ... _____



VITALITY SNAPSHOT  
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VITALITY SNAPSHOT

Your overall Vitality Snapshot indicates that corrective action is very important for you because your vulnerabilities outweigh your strengths. When the vital balance between lifestyle stress and satisfaction shows that you have more stress and less satisfaction, a self-reinforcing cycle of decreasing vitality can be set in motion. Fortunately, you can readily turn this around by consistently acting on just several carefully selected improvement steps. For any of your sub-par factors in this report, we recommend you thoughtfully read through its Strengths and Growth Opportunities with a view to consistently taking one or two improvement steps which motivate you.



**ACTION RECOMMENDATIONS**

Your profile highlights three strategically important areas where your taking action will most improve your performance, satisfaction and wellbeing. They are

1. Body/Mind Wellbeing
2. Work Stress
3. Commitment to Job

The following six pages provide you specific, personalized guidance for doing exactly that.



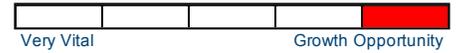
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Body/Mind Wellbeing

The extent to which you are free from such 'strain drains' as aches and pains, minor illnesses and sleep disturbances which are often driven by stress.

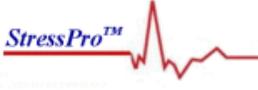


Overview

Your Body/Mind Wellbeing seems to be drained by aches and pains, minor illnesses and sleep disturbances which are often driven by stress. Corrective action is essential to your performance and long term health. Your improvement plan should focus in two areas. First and most importantly, ensure that your nutrition and exercise habits are supporting your basic energy efficiency. As you begin to take control of your physical health, gradually begin to take action to improve your standing on any of your other four Personal Vitality Factors: Fulfillment, Stress Control, Worry Control and Interpersonal Satisfaction where your score was in the marginal or lower range.

▶ Build on Your Strengths

None of your answers to the questions about your Body/Mind Wellbeing could legitimately be called a Strength. This makes it very important to evaluate any Growth Opportunities and turn them into Strengths.



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#### ► Growth Opportunities

Some of your answers to the questions about your Body/Mind Wellbeing could legitimately be called Growth Opportunities. Here are your identified Growth Opportunities.

##### I feel used up at the end of the day.

Make sure your day starts with a breakfast of at least 400 to 500 calories in which at least 25% of those calories are from protein, such as low-fat yogurt, cheese or an occasional egg. Equally important, because feelings of energy are always higher when you feel motivated, take time during the day to remind yourself of an enjoyable activity you are looking forward to in the evening.

##### I usually have all the energy I need to get things done.

To have energy on tap throughout the day, these two basics always work. First, make sure your nutritional fuel involves at least three balanced meals per day with occasional fruit or fruit juice snacks. And, second, be sure you are exercising to improve your cardio-respiratory stamina.

##### Getting a tension headache is unusual for me.

You are probably aware of your own early warning signs of your muscle tension building up (in your shoulders, neck or low back). Pay attention to your signs before a headache sets in. Build in one or two brief tension release methods like shoulder rolls or taking "sigh of relief" breaks using long, slow out-breaths as you go throughout your day.

##### I sleep soundly until it's time to get up.

To avoid waking up during the night, follow these two steps. First, let your time management system worry about your tomorrow, rather than you. Each evening, keep a diary for tomorrow, writing down the goals and activities you realistically plan to accomplish. And, second, if you do wake up, don't get anxious about being a basket case tomorrow because you may miss sleep. Rather, learn a simple deep relaxation skill for just enjoying being deeply relaxed in bed. This is approximately 80% as restorative as deep sleep.

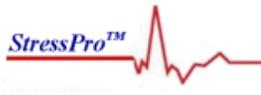
##### I don't feel well rested when I wake up in the morning.

Most adults need at least 7 1/2 hours of sleep to feel well rested in the morning. Gradually wind down for at least 90 minutes before bed with relaxing reading, TV or a calming hobby. If your days are hectic, take 10 minutes early every evening to plan your commitments on paper for the next day. Let the paper keep track of your ideas and worries so you can sleep more deeply.

#### ► Notes-to-Myself for my Personal Action Plan

The most important things I've learned from this section of StressPro™ for improving my Body/Mind Wellbeing are ...

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ Note: At  
the conclusion of this "Personal Vitality" part of your report on page #13, we will suggest you revisit these and other Notes-to-Myself as the overall basis for your designing your Personal Action Plan.



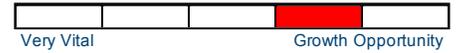
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#### Fulfillment

The extent to which your lifestyle and career express your personal interests and strengths.



#### Overview

Your responses indicate that you have a below average level of fulfillment in your lifestyle and career. Taking corrective action is very important for you to avoid negative impacts both on your health and performance as well as on the quality of your motivation and judgment. The good news is that your low Fulfillment can be turned around by building in just several of the personally strategic changes presented here as your Strengths and Growth Opportunities.

#### ▶ Build on Your Strengths

One of your answers to the questions about your Fulfillment could legitimately be called a Strength. This makes it important to evaluate any Growth Opportunities and turn them into strengths. Here is your identified Strength.

#### I feel that my leisure time and recreational life don't express my creative side.

You are doing a good job at organizing your leisure and recreation time in a way that allows you to do the things that express your creativity.



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#### ► Growth Opportunities

Some of your answers to the questions about your Fulfillment could legitimately be called Growth Opportunities. Also, continue to build on any Strengths outlined above in order to enhance the level of Fulfillment that you have already. By continuing to do what you are already doing well, you will be more able to benefit from the Growth Opportunities that were identified by the following questions.

#### I feel that I am as successful as people think I am.

Your sense of overall success in life is something you have to create as it will not happen by itself. You need to make note of your successes each day and at the end of each day, add them up. Be sure to congratulate yourself for the part you played in creating each one. We also recommend that before you plan your tomorrow, you devote 5 minutes to "taking stock" of the specific things you did today that tell you that you are becoming the kind of person you want to be. On a regular basis, capture these experiences in writing in your diary or in your time management system.

#### I feel blocked in getting things done.

Feeling blocked usually results from focusing too much on the big or long term goals we are after and forgetting to notice the small steps of progress we are making. Begin by breaking your big plans down into their smaller steps. Focus on completing the initial steps before moving too far ahead of yourself. Most importantly, give yourself credit as you go.

#### I am able to see the good in most situations.

There is almost no situation that does not offer you a benefit or the opportunity to become a more capable person. Many people do not look for it but you may benefit by asking yourself these questions:

"What is good for me in all of this?"

"How can I make that add up or work for me?"

The same principle holds true in dealing with difficult people. Look for one opportunity to make something positive happen between you.

#### The ways I organize and use my time are a very accurate reflection of my interests.

All of us know that we each have our own strengths and interests. Yet most of us might have a hard time listing them. Your first step is to do just that. Ask yourself what your spouse, best friend, or co-workers would say most strongly interests you. List what you think their answers would be. Now, write down the one that comes up most often about you. It's probably true. Over the coming week, find at least one opportunity each day to make sure you express that interest in a work or personal life activity.

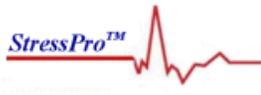
#### I feel that other people have made a lot more out of their talents than I have.

Make certain that you understand what several people whom know you well see as your special talents. Write these down. Add any others that you see and value. Avoid the belief that most other people probably have this talent too, because often they may not. Next, after carefully considering the needs that people have, at your work or in your family, ask yourself, "Which one of my strongest talents could I put to good use to help in that situation?". Do that. And then stand back and appreciate the effect your talents have had. Keep on taking a few minutes each day to appreciate your talents as you put them into action.

#### ► Notes-to-Myself for my Personal Action Plan

The most important things I've learned from this section of StressPro™ for improving my Fulfillment are ...

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ Note: At  
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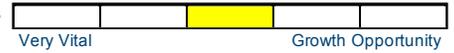
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#### Stress Control

How well you control your stress level, ensuring that it supports rather than undermines your priorities and opportunities.



#### Overview

Your Stress Control score is in the average range. It is a good idea to understand your strengths in this area and take corrective action to deal with stress more effectively. The following notes are intended to give you a starting point to take action. By making one or two self-management changes you will make a real difference in the benefits and the risks that you experience from your stress.

#### ▶ Build on Your Strengths

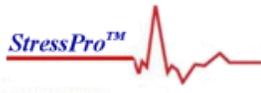
Some of your answers to the questions about your Stress Control could legitimately be called Strengths. It is always a good idea for you to remind yourself of what you are doing well and continue to do those things. Continue to build on these Strengths in order to enhance the level of Stress Control that you have already. By continuing to do what you are already doing well, you will be more able to turn any Growth Opportunities into Strengths. Here are your identified Strengths.

#### I try to do two or three things at once, rather than one thing at a time.

Your response indicates that you tend to focus on the one thing that needs to be done first rather than trying to do everything at once. By focusing on tasks and completing them, you are able to turn stress into an advantage.

#### Waiting does not bother me.

The ability to avoid irritation at inevitable delays gives you the opportunity to relax and re-charge yourself while others are becoming more exasperated.



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#### ► Growth Opportunities

Some of your answers to the questions about your Stress Control could legitimately be called Growth Opportunities. Also, continue to build on any Strengths outlined above in order to enhance the level of Stress Control that you have already. By continuing to do what you are already doing well, you will be more able to benefit from the Growth Opportunities that were identified by the following questions.

#### I find myself waking up earlier in the morning than I plan to.

You wake up thinking about something because, during sleep, your non-conscious mind has decided you need to give that situation extra attention. If this happens often, do two things: (1) keep a notepad beside your bed and jot that situation down with few words about when and how you plan to take action on it tomorrow; 2) use simple breathing-based relaxation for several minutes to get back to sleep.

#### I rarely get into arguments.

Arguments can often become more about 'winning' rather than about the real issue. After three long, slow out-breaths, focus on the two things that are always worthwhile: (1) the good feeling of staying cool and in control in the face of the other person's emotion; and (2) what you are learning about the other person's needs and aims that you could turn into a benefit for both of you.

#### I express my feelings as openly as I should, rather than holding them inside.

Most often we put a lid on our feelings because we don't want to feel vulnerable, weak or incompetent. Sometimes that's the right choice. However, to avoid that becoming your overall, very stressful style, try this. Pick a troubling feeling that you'd really like to share and get feedback on. Then ask someone you respect and trust if they would share their advice with you about how you could express that feeling in a way that would be helpful to all concerned. You'll feel better. And, they'll be glad you asked.

#### I feel critical of others.

Criticism of others is a symptom of being under stress ourselves. To control your critical thoughts, do two things:

Practice relaxation breathing [long, slow out-breaths] to let go of some of your own tension.

Remind yourself that 95% of those who irritate us are not intending to do so.

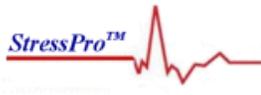
#### I tend to anticipate others in conversation (interrupting, finishing sentences for the other person), rather than listening well and letting the other person finish speaking.

Learn to avoid interrupting others in mid-sentence by consciously holding back your own speech until the person has completed their thought. Commit to doing this with someone whom you tend to interrupt frequently and you will enjoy the feelings of having gained greater control over yourself (the best control there is). Gradually, your new ability will extend to others whom you used to interrupt.

#### ► Notes-to-Myself for my Personal Action Plan

The most important things I've learned from this section of StressPro™ for improving my Stress Control are ...

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ Note: At the conclusion of this "Personal Vitality" part of your report on page #13, we will suggest you revisit these and other Notes-to-Myself as the overall basis for your designing your Personal Action Plan.



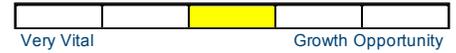
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Worry Control

The degree to which you are able to manage pointless, counter-productive worrying.



Overview

Your answers indicate that you could be worrying more than you should. Corrective action is advisable. While some disciplined worry can be valuable, your worry pattern is occasionally counter-productive. To help you shift the balance to the more resourceful, productive side of worry, we recommend your attention to the notes concerning Strengths and Growth Opportunities which follow.

▶ Build on Your Strengths

Some of your answers to the questions about your Worry Control could legitimately be called Strengths. It is always a good idea for you to remind yourself of what you are doing well and continue to do those things. Continue to build on these Strengths in order to enhance the level of Worry Control that you have already. By continuing to do what you are already doing well, you will be more able to turn any Growth Opportunities into Strengths. Here are your identified Strengths.

I do not dwell on distressful situations.

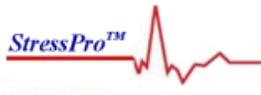
You indicate an ability to put distressful situations in the proper perspective without dwelling on them. By evaluating the situation and planning an appropriate response, you are able to control what may cause others a great deal of worry.

I put worrisome situations out of my mind easily.

You have indicated that you are able to deal with things and compartmentalize your worries until you are ready to deal with them. This is a particular strength that will help you worry constructively when you need to and to shut it off when taking action is the more productive choice.

I have a tendency to blame myself for things.

You have indicated that you do not blame yourself when things go wrong. Blaming yourself or others is a useless waste of energy. Continue to focus only on your part of the responsibility for making things go better.



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#### ► Growth Opportunities

Some of your answers to the questions about your Worry Control could legitimately be called Growth Opportunities. Also, continue to build on any Strengths outlined above in order to enhance the level of Worry Control that you have already. By continuing to do what you are already doing well, you will be more able to benefit from the Growth Opportunities that were identified by the following questions.

#### When something difficult or stressful is coming up, I find myself thinking about all the ways things can go poorly for me.

When a challenging situation is coming up for you, it actually is good to do "the work of worry" and systematically review the risks or possible negatives involved. Then, most importantly, write down your plan on how you would handle them, if they actually do occur. Then focus on the likely positives in the situation and how you plan to make them happen and to enjoy them.

#### My friends do not see me as someone who worries a lot.

Asking for action-focused feedback from others about your worrisome situation can be useful. However, sharing a worry twice with the same person is usually once too often. Instead, follow our other recommendations in this section on Worry Control.

#### I feel that worrying is part of the price of success.

We sometimes trick ourselves into useless worry by believing we can control situations that we can't. After you've carefully thought about a worrisome situation, take a single sheet of paper and write down your answer to "What's my plan?". If after 10 minutes you don't have a realistic action plan, get up and then agree with yourself that you will repeat this 10-minute exercise one more time after 48 hours have passed. Still no plan? Give yourself permission to do nothing. At that moment, it's probably your best plan.

#### Decisions are hard for me because I often wonder if I have thought of all the alternatives.

When a decision is causing you too much worry, do two things. First, list your options and then list the pro's and con's of each. Talk these over with someone you trust. Then make your decision. The second step is to recognize that some of your worry is that by making a decision for Option A, you may have to forego some of good things you would have had in Options B or C. Accept this. Focus on the pluses you will enjoy in Option A. Then, you may even be able to build in some the pluses from Options B & C.

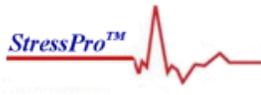
#### Worrying rarely interferes with me getting things done.

When you find worry getting in the way of your making progress, do two things: (1) break your bigger project down into the steps required (writing them down is a good idea); (2) accomplish one step at a time. Think about the bigger goal only in terms of the motivating enjoyment that reaching it will give you.

#### ► Notes-to-Myself for my Personal Action Plan

The most important things I've learned from this section of StressPro™ for improving my Worry Control are ...

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ Note: At the conclusion of this "Personal Vitality" part of your report on page #13, we will suggest you revisit these and other Notes-to-Myself as the overall basis for your designing your Personal Action Plan.



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#### Interpersonal Satisfaction

The extent to which your relationships with family and friends enable you to give and receive the support and the satisfaction you want.



#### Overview

Your answers to questions related to your Interpersonal Satisfaction show that corrective action is advisable since you are not as comfortable or satisfied in building mutually supportive relationships as you want to be. Taking action on some of the following points can restore the feelings of connectedness you are seeking.

#### ▶ Build on Your Strengths

Some of your answers to the questions about your Interpersonal Satisfaction could legitimately be called Strengths. It is always a good idea for you to remind yourself of what you are doing well and continue to do those things. Continue to build on these Strengths in order to enhance the level of Interpersonal Satisfaction that you have already. By continuing to do what you are already doing well, you will be more able to turn any Growth Opportunities into Strengths. Here are your identified Strengths.

#### I would like to give more of myself to the people closest to me.

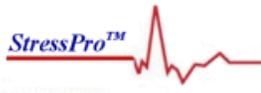
You are deriving satisfaction from the openness and the sharing of your feelings with those close to you. Remain open with them and enjoy the satisfaction that it brings you.

#### I spend as much time with my friends as I should.

You have indicated that you are spending the right amount of time with your friends. This is providing you with some satisfaction which can be enhanced further if you are also balancing the time which you are spending with your family and the other things that provide interpersonal satisfaction.

#### I feel I am spending the amount of time I should be with my family.

You seem to be allotting enough time to building an enjoyable family life. Take a second look at how you have achieved this, and make a point of more actively seeking out and enjoying the satisfying experiences you are creating with your family.



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#### ▶ Growth Opportunities

Some of your answers to the questions about your Interpersonal Satisfaction could legitimately be called Growth Opportunities. Also, continue to build on any Strengths outlined above in order to enhance the level of Interpersonal Satisfaction that you have already. By continuing to do what you are already doing well, you will be more able to benefit from the Growth Opportunities that were identified by the following questions.

#### I don't seem to get the same kind of lasting satisfaction that I used to from the time I spend with friends.

As we and our friends change with time, it's natural that some of the old ways of enjoying time together no longer work the ways they used to. So first, take stock of what casual or leisure experiences you yourself have come to enjoy in recent times. Then ask your friend(s) what has changed and hasn't changed for them over the years. Find one new area you have both individually come to enjoy more recently. Agree to explore that together.

#### I don't feel really close to the people around me.

Make certain that you understand the kinds of shared situations (a drive together in the car; a movie; etc) that have in the past given you the feelings of ease and closeness you're looking for. Set things up so that these or similar situations start happening more often. Also be sure to capitalize on other such opportunities for closeness whenever they may occur.

#### I often feel lonely.

Tell your family, a family member or a friend how much you have in the past enjoyed having time with them. Ask them what kind of activity they have most enjoyed sharing with you. With their encouragement, take the lead to arrange for that to happen again.

#### I handle conflicts and disagreements very well.

When you know that a disagreement with someone is likely, prepare yourself by writing down your answers to these three questions:

- (1) Being realistic, what exactly do I want from this upcoming situation?
- (2) What does the other person want (in specific terms) and what is his/her underlying interest and hope?
- (3) What can I do to make our discussion provide a 'win-win' result for both of us?

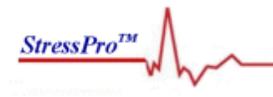
#### I am comfortable with the way I treat other people.

Pick one person or group of people who you would like to treat in a way that would leave you feeling more comfortable. Imagine a typical situation with them, how you typically act, and how you feel about that. Now focus on how you would prefer to act. Visualize that actually happening in as much detail as you can. Pick two or three key words that capture what you did differently to feel more comfortable. The next time that you are with that person or group, let your key words guide everything you do and say.

#### ▶ Notes-to-Myself for my Personal Action Plan

The most important things I've learned from this section of StressPro™ for improving my Interpersonal Satisfaction are ...

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ Note: At the conclusion of this "Personal Vitality" part of your report on page #13, we will suggest you revisit these and other Notes-to-Myself as the overall basis for your designing your Personal Action Plan.



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#### PERSONAL VITALITY INDEX

##### My Personal Action Plan for Improved Personal Vitality

We recommend you revisit the Notes-to-Myself that you have made so far in StressPro™ concerning your Body/Mind Wellbeing, Fulfillment, Stress Control, Worry Control and Interpersonal Satisfaction.

#### MY FOCUS

As I read this Personal Vitality section in my profile, focusing on my Strengths and my Growth Opportunities, the most important recommendations-for-action are:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

\* Others ? \_\_\_\_\_

#### MY MOTIVATION

It's clear to me that by taking action on these recommendations, I can create the following benefits and satisfactions for myself in my work life and in my personal life:

\* \_\_\_\_\_

\* \_\_\_\_\_

#### MY ACTION

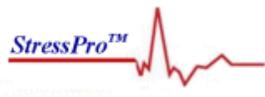
The specific, realistic and motivating actions I am going to take are:

\* Action #1 \_\_\_\_\_

\* Action #2 \_\_\_\_\_

\* Others ? \_\_\_\_\_

For further step-by-step guidance on making long lasting, highly effective changes in your life, we recommend you consult chapter 8, "Taking Action", in Dr. Earle's book "Reduce Your Body Age" which is available free on-line at [www.vitalcorporation.com/chap8.pdf](http://www.vitalcorporation.com/chap8.pdf) or for book purchase at [www.stresscanada.org/books.html](http://www.stresscanada.org/books.html).



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#### Work Stress

The extent to which the stress you experience in your present job either energizes or drains your performance and personal wellbeing.

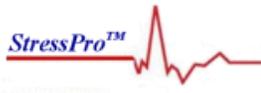


#### Overview

You are showing many signs that stress in your job is negatively effecting your performance and your personal wellbeing

#### ▶ Build on Your Strengths

None of your answers to the questions about your Work Stress could legitimately be called a Strength. This makes it very important to evaluate any Growth Opportunities and turn them into Strengths.



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#### ► Growth Opportunities

Some of your answers to the questions about your Work Stress could legitimately be called Growth Opportunities. Here are your identified Growth Opportunities.

#### I am frequently irritable or tired.

The foundation of daily energy is eating at least three balanced meals a day, with fruit snacks for occasional boosts. Be sure that protein calories are highest early in the day, with your percentage of carbohydrate calories rising at lunch and mid afternoon. A NASA study has shown that people who do at least 30 minutes' stamina building exercise four times a week have 50% more energy available in the last two hours of work than their less fit co-workers.

#### I am experiencing more minor health problems (e.g. colds, flu, headaches) recently.

How health problems, mood swings and sleep problems related to chronic stress build-up vary from person to person, but there are several simple remedies that work for virtually everyone: Build in brief stress-release breaks during the day, like two minutes breathing long, slow out-breaths; A brisk 5-minute walk outside or an end-of-day workout will do much to purge the fatigue and stress hormones from your body; Regularly remind yourself of one or two areas of your life that are going well (for example, in a hobby or with your family) and put reminders of those situations on your work station; and Visualize an activity or friend you enjoy so you have optimistic images of good things ahead. Each of these support the natural self-healing powers of your body/mind.

#### I have a hard time staying focused on the work I am doing.

Frequent distractions and urgent priorities can add up to a workplace climate of "firefighting". Being able to focus on your work seems like the exception. You begin to just wait for the next distraction. Avoid being infected by this firefighting mindset this way. (1) Be honest with yourself about just how much firefighting really goes with your job. If it's 40% of your time, stop calling it 60%. (2) Set yourself up to feel focused by writing down (a) the satisfactions you most want to enjoy in your work, and (b) your strengths or talents that you want to enjoy applying. (3) At the end of each day, write down which one or two satisfactions and strengths you actually were able to focus on and enjoy.

#### I am able to keep a cool head when things get hectic at work.

To stay cool under pressure, there are several things that can help: On a piece of paper, develop your 'Cool Me' self-portrait which is a written description of you keeping a cool head at work. What are you doing? How and where are you standing or sitting? What are you saying, seeing, thinking about and feeling? From your 'Cool Me' self-portrait, pick two or three key words that really summarize your staying cool. Each day visualize yourself behaving and feeling that way in high-pressure situations. Repeat your key words to yourself frequently. This will bring your 'Cool Me' more and more to life inside you. The more often that you do this, the more likely it is the 'Cool Me' will step forward and take charge.

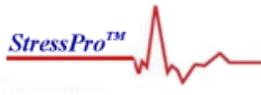
#### I rarely worry about things which are out of my control.

Most often we allow ourselves to worry because we're trying to find a way to regain control over a situation that may turn out badly for us. Unfortunately, if we can't think of a workable solution, we just worry some more, creating more stress. To help yourself make a decision about what to do, try this: Write down your worry, focusing especially on the specific unpleasant things you fear might happen to you; Write down the solutions you have decided would not work; Now, pick a friend or advisor who you trust and whose judgment you would respect in your worry situation. Meet with this person to ask for advice; Based on your thoughts and their advice, decide on your action plan; It is very important to remember that if you decide to take no action, that's probably your best decision. If you start to worry again, remind yourself that you've already made the best possible decision which is not to worry about things which are out of your control.

#### ► Notes-to-Myself for my Personal Action Plan

The most important things I've learned from this section of StressPro™ for improving my Work Stress are ...

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ Note: At the conclusion of this "Work Life Vitality" part of your report on page #20, we will suggest you revisit these and other Notes-to-Myself as the overall basis for your designing your Personal Action Plan.



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#### Work Satisfaction

The extent to which your present job provides you the satisfaction you want from your work life.



#### Overview

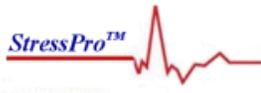
Your responses show low levels of Work Satisfaction. We recommend that you consider taking action on some of these suggestions to make your work more satisfying.

#### ► Build on Your Strengths

One of your answers to the questions about your Work Satisfaction could legitimately be called a Strength. This makes it important to evaluate any Growth Opportunities and turn them into strengths. Here is your identified Strength.

I feel that some of the important parts of my job don't get enough of my attention due to the urgent or "fire fighting" demands on my time.

You manage to avoid 'fighting fires' by managing your time and resources effectively. Become consciously competent of your skills at organizing your self and managing competing or urgent demands to increase your satisfaction.



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#### ► Growth Opportunities

Some of your answers to the questions about your Work Satisfaction could legitimately be called Growth Opportunities. Also, continue to build on any Strengths outlined above in order to enhance the level of Work Satisfaction that you have already. By continuing to do what you are already doing well, you will be more able to benefit from the Growth Opportunities that were identified by the following questions.

#### I seem to be spending more time dealing with obstacles and difficulties in my work than on actually getting the job done.

It seems to be human nature to over-estimate the number of obstacles in our work. While it may feel like there are dozens of them, it's usually three or four which keep happening over and over. Take five minutes to clarify which are getting in your way. Perhaps you have little or no control over one or two of them but there are bound to be one or two where, with a little creativity, you can devise a way to get around these obstacles. Then, the time and energy you save can go back into getting your job done.

#### I rarely get the recognition I deserve for my work.

In order to get the recognition you deserve at work it is helpful to keep track of your various achievements as they happen. By recording the times you took on extra work or performed at a very high level, you will be able to list your contributions if your boss does not remember them all at performance appraisal time. Over the short term, when you help someone out, ask them to let you know how your contribution helped. That puts it on the record.

#### I believe that most of the changes going on in this company will work out for the best.

If you want to see the big picture of where things are going and how senior management expects the future to be better, take these steps:

Ignore rumors as much as possible.

Check with co-workers to see if they can clarify your understanding.

If other people share your concerns, speak with your manager about getting an update on your team's progress.

Remember that it's human nature to be skeptical or even pessimistic when the future is unclear.

#### I feel motivated by my work.

Along with getting a promotion or pay raise, the biggest motivator for most of us at work is being able to use and be recognized for our unique talents and strengths in our work. Surprisingly, more than 85% of people have difficulty in quickly listing what exactly their strengths are. If you have any doubts about your strengths, make a list of them based on what others have told you and what you know about yourself. List the main tasks or responsibilities in your job and make the decision to use your strengths more effectively in dealing with these issues. Your motivation will improve and, probably, so will your performance.

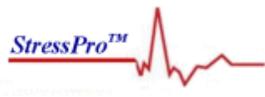
#### I find it difficult to stay as motivated by my work as I would like to.

In most of our workdays, as much as 70% of our time is spent in performing routine and even mundane tasks. To stay motivated, look at the day or week ahead and focus on those several work activities which make up the more interesting 30% of your work. Make an effort to protect your time so that more of your work is of the motivating type. Perhaps, some of your co-workers would even be willing to trade some of their work for some of yours. Remind yourself about the things you do enjoy while you are doing some of your more motivating tasks.

#### ► Notes-to-Myself for my Personal Action Plan

The most important things I've learned from this section of StressPro™ for improving my Work Satisfaction are ...

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ Note: At  
the conclusion of this "Work Life Vitality" part of your report on page #20, we will suggest you revisit these and other Notes-to-Myself as the overall basis for your designing your Personal Action Plan.



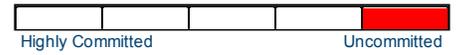
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#### Commitment to Job

The extent to which you are personally committed to achieving the aims of your work team and those of your employer.

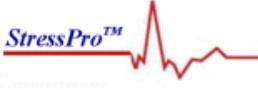


#### Overview

Your responses show that you are not committed to your job. You are present at your work but your lack of commitment is draining both your feelings of personal vitality and your performance.

#### ► Build on Your Strengths

None of your answers to the questions about your Commitment to Job could legitimately be called a Strength. This makes it very important to evaluate any Growth Opportunities and turn them into Strengths.



► Growth Opportunities

Some of your answers to the questions about your Commitment to Job could legitimately be called Growth Opportunities. Here are your identified Growth Opportunities.

I don't feel pressured to promise more than I can deliver.

To avoid the pressure of having to promise more than you are able to deliver, it is valuable to develop a strategy on how to negotiate deadlines and tasks. If you expect new demands are coming, you can prepare your response ahead of time. Take the following approach: If you want to say 'No' but feel that you cannot, prepare a 'Yes' statement which outlines how you plan to get the project done if you are able to negotiate the conditions such as the timing; scope; support and other factors that you will need to have a realistic chance of completing the task. If you are prepared to accept the new task without qualifications, it is also useful to discuss timing, scope, support and the other issues because it demonstrates your thoroughness and also establishes a precedent for the times when you must negotiate.

When faced by a surprise demand, it is useful to have a strategy to provide you with time to integrate it into your work plan. It is a good idea to provide a positive response but show that you need more time to develop a timeline and introduce it into your workplan.

I believe that many of the company's decisions that affect my work are short-sighted or inconsistent.

Solving day-to-day problems to get short term results can often lead to too little attention to your longer term work plan, or to being sure that you clearly understand how your work fits with your team's overall work strategy. People work better when they see that link. Ask your manager to explain how your team's work can best support the strategic goals. Sometimes even they are not as clear as they would like to be. Yet everyone knows that productivity is best when roll-down / roll-up feedback links broad targets to our daily work performance.

I feel well treated by the company.

Write down exactly what you would be experiencing if you were feeling well treated by the company. While you may have little control over some of these things, there may be one or two things where you could work out a change that would be advantageous for both you and the company. Think about how your suggestion could work and check it out with someone who knows the company well. By showing the company that you care enough to make well-reasoned suggestions for improvement is one way to make them appreciate you and make you feel better treated.

In this company, I believe the needs and interests of workers are fairly taken into account in most decisions that affect them.

When managers and company decision makers have been working under increased pressure and demands, it's not surprising that they begin to lose sight of how their decisions can effect employees' interests. You and your co-workers can help to rebuild the old feedback loop. You probably see several situations that are 'lose-lose' situations for the employees and for the company. If you understand the situation well, you may be able to propose a 'win-win' solution for consideration. Discuss your ideas with your manager to show that you are someone who offers solutions rather than only criticisms.

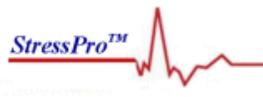
To the extent the company succeeds, I succeed.

If a manager or a team is depending on us to achieve one of their goals, and is likely to do so again in the future, then we should remember that we are valuable (even if only in small ways) to them. To some extent their successes depend on our feeling well treated. Find something that you would like that they can do for you. At the right time, let them know you would appreciate their doing that. Most managers know that building a sense of win/win appreciation and success with employees is a key to excellent work performance.

► Notes-to-Myself for my Personal Action Plan

The most important things I've learned from this section of StressPro™ for improving my Commitment to Job are ...

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ Note: At the conclusion of this "Work Life Vitality" part of your report on page #20, we will suggest you revisit these and other Notes-to-Myself as the overall basis for your designing your Personal Action Plan.



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WORK ENGAGEMENT INDEX

[My Personal Action Plan for Improved Work Engagement](#)

We recommend you revisit the Notes-to-Myself that you have made in StressPro™ concerning your Work Stress, Work Satisfaction and Commitment to Job.

MY FOCUS

As I read this Work Engagement section in my profile, focusing on my Strengths and my Growth Opportunities, the most important recommendations-for-action for me are:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

\* Others ? \_\_\_\_\_

MY MOTIVATION

It's clear to me that by taking action on these recommendations, I can create the following benefits and satisfactions for myself in my work life:

\* \_\_\_\_\_

\* \_\_\_\_\_

MY ACTION

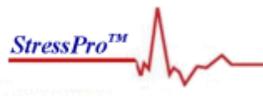
The specific, realistic and motivating actions I am going to take are:

\* Action #1 \_\_\_\_\_

\* Action #2 \_\_\_\_\_

\* Others ? \_\_\_\_\_

For further step-by-step guidance on making long lasting, highly effective changes in your life, we recommend you consult chapter 8, "Taking Action", in Dr. Earle's book "Reduce Your Body Age" which is available free on-line at [www.vitalcorporation.com/chap8.pdf](http://www.vitalcorporation.com/chap8.pdf) or for book purchase at [www.stresscanada.org/books.html](http://www.stresscanada.org/books.html).



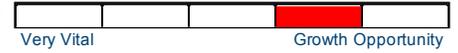
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#### Work

The extent to which your present work situation either promotes or interferes with the satisfaction you want in your life.



#### Overview

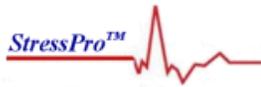
Your profile shows that your present work situation interferes quite a bit with the satisfaction you want in your life

#### ▶ Build on Your Strengths

One of your answers to the questions about your Work could legitimately be called a Strength. This makes it important to evaluate any Growth Opportunities and turn them into strengths. Here is your identified Strength.

#### My work hours don't allow enough time for activities which are important to me outside of work.

Your work hours allow you enough time for the outside activities which are important to you. Keep this balance and have a plan to take advantage of your spare time unless special circumstances require you to do additional work.



► Growth Opportunities

Some of your answers to the questions about your Work could legitimately be called Growth Opportunities. Also, continue to build on any Strengths outlined above in order to enhance the level of Work that you have already. By continuing to do what you are already doing well, you will be more able to benefit from the Growth Opportunities that were identified by the following questions.

My job gives me plenty of satisfaction.

The past few years have led to many changes for most of us in the scope and pace of our work. A key lesson is that we can't always wait for satisfaction from our jobs: we have to create it. Here are several proven steps: looking back over your work life, get very clear about the work experiences that gave you the deepest satisfaction (your "satisfiers"); looking at your present job, on a scale of 0-to-10 where "10" means "I have total control" and where "0" means "I have no control", rate each of your satisfiers in terms of how much you can actually control getting that satisfier into your job; for the two satisfiers you gave the highest "control" rating, get creative and develop a simple plan for experiencing them more fully and frequently in your job; as you begin to feel your job satisfaction rising, make a point of enjoying and building on that.

My career isn't developing at the speed I want.

Today's rapidly changing workplaces require us to periodically revise our career plans. If you don't, you'll miss opportunities or feel sidetracked or slowed down. Human Resources departments in most workplaces have good advice plus written materials to help you refresh your career plans. If you use these resources, you will probably find that several of your strengths and interests are more in demand than you thought they were. Work with these steps: Realign your strengths and interests with the new priorities and needs that you've seen emerge in your company or in clients. Approach someone more senior than yourself whom you respect and ask if he or she would coach or mentor you in your career plans. Do a first written draft of your new career aims and plan. Update your resume. Explore new opportunities in your team or company that could leverage your strengths. Don't be too shy or modest about discreetly highlighting how your strengths and interests could be helpful to your company or your manager.

I feel a sense of accomplishment from my work.

It's the "sense" part of a sense of accomplishment that we all need to work on by regularly applying these steps: Always have a "to do" list for your next day's activities, and put an asterisk (\*) next to the ones you feel are most personally important; give special priority to making progress on one of these each day Tick them off as you get them done; At the end of each day, pick one or two accomplishments which feel most solid and satisfying for you, and spend two minutes enjoying those feelings; In your planning for tomorrow, focus in on how you can build on today's accomplishments; Make this end-of-day review a daily experience. Your sense of accomplishment will continue to grow.

I am proud of the work I do.

Some of the pride we find in our work comes from the importance of the work itself, and from the reputation of our organizations, managers and colleagues. But most of our pride in our work comes from how we have done it and from what we have put into it. Being realistic, many of our work tasks are routine. We can do them quite well without much thought. However, each day there are one or two tasks (maybe more) to which we can, if we choose, give our special attention and our best efforts. So, each day make a point of doing exactly that. Whether it's a five-minute phone call or a major project, the pride you put into it is the pride you will take home.

I am not able to plan my work activities so that important parts of my job get done right.

Unexpected demands or interruptions can too often leave you with your important tasks only half done or not started at the end of your work day. Research shows that in most jobs about 40% of interruptions need immediate action; the other 60% can be scheduled to be handled later when important tasks have been handled. The key is to recognize which fall in that 60%, and to switch your too often automatic response from "Sure, I'll do that right away" to "I think I could fit that in by (time). Will that be O.K.?". Make a visible note to yourself about doing it later and return to what's important. Remember to negotiate the "terms and conditions" under which you take on the 60%.

► Notes-to-Myself for my Personal Action Plan

The most important things I've learned from this section of StressPro™ for improving the Work dimension of my lifestyle are:

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ Note: At  
the conclusion of this "Lifestyle Vitality" part of your report on page #29, we will suggest you revisit these and other Notes-to-Myself as the overall basis for your designing your Personal Action Plan.



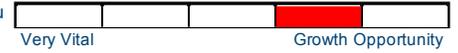
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#### Family

The extent to which your family life provides you the emotional support and quality of relationships you want from it.



#### Overview

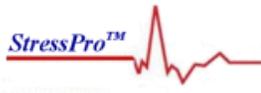
Your profile shows that your present family situation provides you less of the emotional support and quality of relationships than you want from it

#### ► Build on Your Strengths

One of your answers to the questions about your Family could legitimately be called a Strength. This makes it important to evaluate any Growth Opportunities and turn them into strengths. Here is your identified Strength.

#### I think I am not spending enough time with my family.

You are successfully meeting the sometimes difficult challenge of spending the amount of time you think is right with your family. The decisions and commitments you make to place a priority on family time will deepen the satisfactions you find in those times together.



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#### ▶ Growth Opportunities

Some of your answers to the questions about your Family could legitimately be called Growth Opportunities. Also, continue to build on any Strengths outlined above in order to enhance the level of Family that you have already. By continuing to do what you are already doing well, you will be more able to benefit from the Growth Opportunities that were identified by the following questions.

#### When my family and I plan to do something together, we often don't follow through and do what we planned.

Here are some of the ingredients which usually lead to a family following through on plans: Be thoughtful and make sure the planned activity actually has something in it for everyone to enjoy; Get a commitment in everyone's schedule; Talk about the ways in which you can see each person enjoying it; Do your part. Do not drop out and make excuses unless it's essential; After the activity, be sure to share how much you appreciated doing that activity together.

#### My family life allows me to experience the loving relationships that I think are important.

Because we may feel we are doing our part some of us just wait for the feelings we want to happen, either for more love in our family relationships or more satisfaction in our work. There is one basic principle plus three steps you can take (beyond just waiting) that will quickly increase loving feelings for you in your family life.

The principle is this: How you act creates the feelings you have and receive. Act like a love-deprived person who holds back on showing your loving emotions and you will feel and get less and less. Act in a loving way more consistently and the feelings you want will begin to grow. Here are the three steps: Form several very clear mental images of yourself acting in specific loving ways with a family member; Choose to begin acting sincerely in those ways at least twice per day; Whatever the initial response of that person, focus primarily on how you feel as you act in small loving ways. The other person will likely begin to reciprocate.

#### I can always count on my family life to provide the emotional support I need.

Even though people in a family may love each other deeply, feelings of strong emotional support don't happen automatically. Here are some dependable steps for creating emotional closeness: Get clear about what you're looking for by sketching a mental picture of what an emotionally supportive family life would look like in your situation; From what others in your family have said in the past, determine how their portrait of an emotionally supportive family would look; Find non-pushy ways to ask for and to encourage more emotional sharing of the kind you sketched in your mental picture and tell them how good it feels when it happens; Do several of the things that you think would be in their portrait(s). The emotional climate you are looking for will likely begin to grow. Be appreciative and watch for new opportunities to support each other.

#### We have too little communication with each other in my family.

Did you know that, beyond the basics like deciding who's going to pick up the milk, the typical husband and wife have only seven minutes of personal communication each day? Or that 65% of teenagers would like to have more communication with their parents? The message here is that communication takes commitment and effort. With a little of both, you can take the lead. Be realistic in your aims for more and better communication and aim for gradual improvements. Think about one or two situations where good communication has happened in the past (e.g. a drive in the car; or window shopping; or ?) and then arrange for it to happen again Relax and actively enjoy each situation where you are communicating well Ask the other person(s) to think about what they have enjoyed doing together, and would enjoy doing again.

#### When I'm doing something with my family, I don't get distracted by thinking about other things.

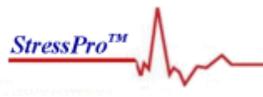
To stay focused on and to really enjoy your family activities, take steps like these: On the way home, spend five minutes looking forward to a family activity. Leave your briefcase or tool belt at work or lock it in your car's trunk when you get home. Change into different clothes after work. \* When a distracting thought intrudes, tell yourself you'll deal with that later. Make a point of actively enjoying the shared family time as it happens. Talk about the best parts later with your family.

#### ▶ Notes-to-Myself for my Personal Action Plan

The most important things I've learned from this section of StressPro™ for improving the Family dimension of my lifestyle are ...

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ Note: At

the conclusion of this "Lifestyle Vitality" part of your report on page #29, we will suggest you revisit these and other Notes-to-Myself as the overall basis for your designing your Personal Action Plan.



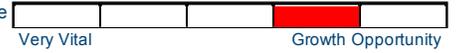
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#### Friends

The extent to which your friendships provide you the support and satisfactions you want to experience with friends.



#### Overview

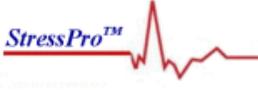
Your friendships are providing only a little of the support and satisfactions you want.

#### ▶ Build on Your Strengths

One of your answers to the questions about your Friends could legitimately be called a Strength. This makes it important to evaluate any Growth Opportunities and turn them into strengths. Here is your identified Strength.

#### I don't spend enough time with my friends.

Having at least several active friendships is a very powerful resource for our emotional wellbeing and, as research shows, also for our physical health. Making the time for this can be challenging. You are clearly successful in doing this.



► Growth Opportunities

Some of your answers to the questions about your Friends could legitimately be called Growth Opportunities. Also, continue to build on any Strengths outlined above in order to enhance the level of Friends that you have already. By continuing to do what you are already doing well, you will be more able to benefit from the Growth Opportunities that were identified by the following questions.

My friends and I don't have a lot of personal interests in common.

In the physical fitness field, we hear "Use it or lose it" which means if you don't exercise a muscle it gets flabby. The same is true for the interests we share with friends. Our interests, even our friendships can become stale if we don't keep them strong. Tone up your friendships like this: When you get together, talk about your current interests as well as the good old days. Think of one or two new interests in your life that you would interest your friends and ask for their opinions on them. Listen to what they say about your interests. Ask them "What's new in their life?" and listen closely so you really understand their enthusiasms. As you discuss both their new interests and yours, you will likely discover something you would enjoy exploring together. Make a commitment to do that and you may even wish to invite another mutual friend to join you.

I need more friends.

You may come to feel you need more friends either because you simply have too few close relationships or because such relationships have become too narrow or shallow. To begin to add one or two close relationships, try these steps: Decide and plan to spend more time than you have been in one of your favourite activities where you're likely to meet new people (e.g. a night school course on cooking) Focus as much on the opportunities for conversations as on the course content. Before you go, mentally prepare yourself to enjoy any two-way conversations that come up. Don't just preach about yourself. Rather put the focus on really discovering what's most enjoyable about the activity for one or two others you meet. Afterwards, reflect on what you learned about yourself, about your preferences, from these conversations. As you both get to know each other better, suggest a follow-on step you could do together (e.g. partnering on a class assignment; going to a book store). A new friendship may grow. Take your time. Don't get over-focused on creating a new friendship. Let the "chemistry" develop and remember that this same approach can also help revitalize old relationships.

My relationships with my friends give me lots of satisfaction.

Whether with friends or family, our level of satisfaction depends on how thoughtful and creative we are in actively causing satisfying situations to happen for each other. As the old saying goes, "The best way to have a friend is to be a friend" and the deepest, most long lasting satisfactions happen when friends help each other. Take these steps: Pick one of your friends who you know is going through a stressful time. Phone him/her to schedule a relaxing time to catch up together. When you're together, spend a little time reflecting on the good times you've shared over time and how much you have appreciated the friendship. Show sincere interest in your friend's stressful situation and pay attention to both their successes and their difficulties in dealing with it. Offer your support even if it is just getting together again soon. Follow up afterwards to say how much you appreciated your time together, and their sharing their stressful situation with you.

When I have a lot of stress in my life, I can count on my friends for support.

While emotional support from our family is important in tough times, being able to share with and to rely on a couple of close friends can be just as valuable. Here are several things you can do to ensure that support is there: Avoid creating the reputation with them that you are a superman/woman who can handle anything, anytime without help. That locks out their ability to see your needs or to respond to them. Demonstrate that you have the empathy and abilities to help people when they need it. When you are helping a friend, occasionally admit to your own stress or problems. When you would like their support, remember that it is best to ask for it directly. Take a few minutes to see past other people's smiling masks. Most people have more stress more often than you think and most of us appreciate being asked for our help.

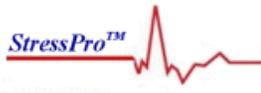
My friendships have grown stronger over the years.

People change and grow in their interests over time. These changes can deepen our relationships, especially when we take these steps: Take stock of the changes you have seen in one close friend over the years. Examine how have you changed too. To help you focus, write down how both of you have changed. By looking a little deeper into these changes, you will probably discover that the choices you each made reveal several of the traits in both of you that led you to like each other in the first place. Find a relaxed time to share your insights with them. Focus on discovering what they think, and on what you would enjoy doing together in future.

► Notes-to-Myself for my Personal Action Plan

The most important things I've learned from this section of StressPro™ for improving the Friends dimension of my lifestyle are ...

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ Note: At the conclusion of this "Lifestyle Vitality" part of your report on page #29, we will suggest you revisit these and other Notes-to-Myself as the overall basis for your designing your Personal Action Plan.



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Personal Development

The extent to which you are involved in activities which promote your personal enjoyment and growth.



Overview

Your personal development is OK but could get better.

▶ Build on Your Strengths

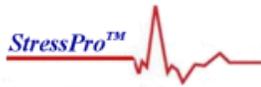
Some of your answers to the questions about your Personal Development could legitimately be called Strengths. It is always a good idea for you to remind yourself of what you are doing well and continue to do those things. Continue to build on these Strengths in order to enhance the level of Personal Development that you have already. By continuing to do what you are already doing well, you will be more able to turn any Growth Opportunities into Strengths. Here are your identified Strengths.

I do not plan enough time for the activities I really enjoy.

You plan enough time for the activities that you enjoy. Now take advantage of your self management skills to follow your plan for maximum personal growth and enjoyment.

Once I've met my work and family commitments, I don't have much energy left to pursue my personal interests.

You have indicated that you are able to pursue your personal interests as much as you like. This can be energizing as long as you continue to balance it with your family, work and other important aspects of your life.



► Growth Opportunities

Some of your answers to the questions about your Personal Development could legitimately be called Growth Opportunities. Also, continue to build on any Strengths outlined above in order to enhance the level of Personal Development that you have already. By continuing to do what you are already doing well, you will be more able to benefit from the Growth Opportunities that were identified by the following questions.

I frequently get involved with opportunities to develop myself personally.

Most often we neglect our personal development for two closely connected reasons. First, we don't know where to start or what to do next and second, we're not sure just how strongly interested we are in developing which aspect of ourselves. Here is a mental exercise to help you pick and pursue a truly motivating personal development plan: Imagine that you are away on a brief vacation by yourself and you've planned just to spend a day doing nothing more than relaxing by the pool. While there, you meet a person you know whom you deeply admire and whose life you know is very interesting. The two of you get very involved in a conversation about important personal things which lasts four or five hours. Afterwards, you feel that it was the best time you've had in a long time. Now, ask yourself what topics and interests did you and they discuss together? What were the one or two themes that ran throughout your discussion? Write your answers down. What you wrote down is probably pointing to those aspects of yourself you want to develop. Now you are ready to pick and pursue a great self-development experience.

My leisure time does not reflect my interests very well.

People too often criticize themselves for under-achieving, especially about their leisure lives ... about all the things they've wanted to do for years, but still haven't added to their lives. Break out of this trap by (1) Picking just one activity - just one - that has attracted you for years, and that's within your budget of time and money. (2) Imagine yourself in vivid detail, say six months from now, having made real progress getting that activity into your life. (3) Write down the key steps you would have to take over the next six months to have achieved that. (4) Break these steps down into manageable "baby steps" in a plan with target dates. Maybe your first step is to write down what the steps are. (5) Keep your "My leisure expresses me" plan in a place close to hand. (6) Share your plan with a close friend. Ask for their ideas ... maybe even for their involvement. (7) Get started. You'll soon find yourself well reflected in your leisure life

I feel that my life is progressing in the areas that are most important to me.

Actively managing our lives so we feel we're making progress can feel like such a big task that we don't know where to start. Break the task down, seeing your life as made up of these six areas: Family; Career; Health; Recreation; Spirituality; and Friends. Here are some steps to gradually get back on track: Pick one of these areas where you feel both that you've got a solid foundation, and that you truly want to see some progress. Let's say you pick the "Health" area. Assume that six months from now you are significantly healthier in ways that matter most to you. What would you be doing, feeling, and looking like? On paper, write down the words or phrases that describe "My future healthy self". Now, stand in your future self's shoes and look backwards to today and ask yourself, "What were the key steps I took to get to make my future healthy self a reality?" Write down your step-by-step answers as your plan. Take the first step today.

Stay focused on the future self that you are creating. You'll soon see and feel the progress you're looking for.

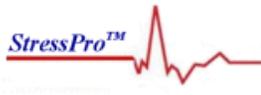
I make sure that I frequently take time for my own interests.

Over 90% of healthy, satisfied adults have a 'third space' in their lives which is 'time-for-me' beyond what they give to work and to family. Being refreshed by visiting that third space does not require a lot of time. It can be your enjoying your drive time home from work, a monthly poker game, or a once a week relaxing aromatherapy bath. To create and be re-energized by your third space, take these steps: Identify the activity and the times that you want at the heart of your 'time-for-me'. Frequently vividly visualize yourself enjoying them. Commit that you will visit your third space tomorrow or very soon. Develop an affirmation to repeat to yourself as you enter that space, like 'My drive time shows me new things every day'. Redecorate your space as you go, e.g. explore a new route for driving home.

► Notes-to-Myself for my Personal Action Plan

The most important things I've learned from this section of StressPro™ for improving the Personal Development dimension of my lifestyle are ...

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ Note: At the conclusion of this "Lifestyle Vitality" part of your report on page #29, we will suggest you revisit these and other Notes-to-Myself as the overall basis for your designing your Personal Action Plan.



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LIFESTYLE VITALITY INDEX

[My Personal Action Plan for Improved Lifestyle Vitality](#)

We recommend you revisit the Notes-to-Myself that you have made in StressPro™ concerning these four dimensions of your lifestyle: Work, Family, Friends, and Personal Development.

MY FOCUS

As I read this Lifestyle Vitality section in my profile, focusing on my Strengths and my Growth Opportunities, the most important recommendations-for-action for me are:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

\* Others ? \_\_\_\_\_

MY MOTIVATION

It's clear to me that by taking action on these recommendations, I can create the following benefits and satisfactions for myself in my work life:

\* \_\_\_\_\_

\* \_\_\_\_\_

MY ACTION

The specific, realistic and motivating actions I am going to take are:

\* Action #1 \_\_\_\_\_

\* Action #2 \_\_\_\_\_

\* Others ? \_\_\_\_\_

For further step-by-step guidance on making long lasting, highly effective changes in your life, we recommend you consult chapter 8, "Taking Action", in Dr. Earle's book "Reduce Your Body Age" which is available free on-line at [www.vitalcorporation.com/chap8.pdf](http://www.vitalcorporation.com/chap8.pdf) or for book purchase at [www.stresscanada.org/books.html](http://www.stresscanada.org/books.html).