

BECOMING

How to achieve physical and emotional well-being

EDUCATIONAL MATERIAL



Co-funded by the
Erasmus+ Programme
of the European Union

IN THIS MODULE YOU WILL LEARN

1. Holistic Activity Planning

2. Constructive Thinking

3. Social Competence

4. Systematic Problem Solving

WHAT THIS IS ALL ABOUT

Very few of us manage our daily lives with the left.

Our own **well-being** should be our top priority.

Only in this way we can **master the daily challenges** and continue to develop.

Goal: Stay healthy despite high demands in everyday life, family and job.

- ▶ **Health is a state of complete physical, mental and social well-being and not only the absence of disease or infirmity.**

Definition of the World Health Organization (WHO)



1. HOLISTIC ACTIVITY PLANNING

Using time wisely for yourself and others

As a basis for your holistic activity planning, you should first be aware of what **activities** you are currently engaged in **during the course of a typical week**.

Necessary and enjoyable activities in balance

Two examples:

1. For some, gardening is almost like recreation because they get to be in the fresh air and take care of the plants. For others, gardening is an unpleasant drudgery because you get dirty, sweaty and scratch your hands.

2. Baking a cake can be fun. But preparing ten cakes for a party can be perceived as a great effort, especially if it involves performance and time pressure.

The **balance** between **necessary** and **pleasant activities** is important.



1. HOLISTIC ACTIVITY PLANNING

Physical and mental activities in balance



Regular physical activity ... makes our bodies **more resilient** and **tough** and has a **positive effect** on our mood. The **possibilities are numerous!** Not only in the gym - **exercise and sporting activity** can also be integrated well into **everyday life**.

... and mental activity ensure that we remain **mentally agile** and continue to **develop**. This way, we **cannot unlearn** what we have learned, **learn something new**, stay informed and **keep it rolling** in everyday life.

Individual and joint activities in balance

Which of the activities in your weekly schedule do you do **individually or together?**

Individual activities ... Everyone needs time alone at least once a day, when no one disturbs them. Time to **relax, think or plan**.



1. HOLISTIC ACTIVITY PLANNING

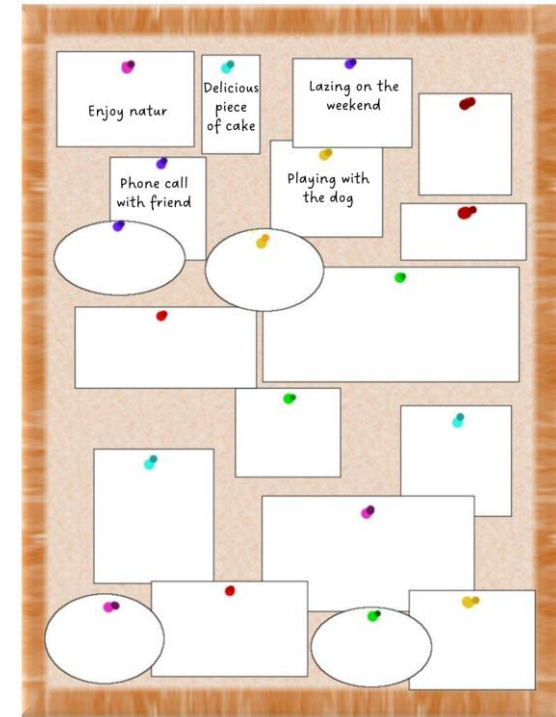


... and **joint activities**?
Too much time spent alone can cause our thoughts to go in circles and prevent us from switching off. Especially in stressful situations, being with other people can be a **welcome change**. A conversation can give us **new perspectives** on our life situation and suggestions for change.

At the same time, we often **feel safer** in company and dare to **try something new**.

**Happy moments,
time to enjoy**

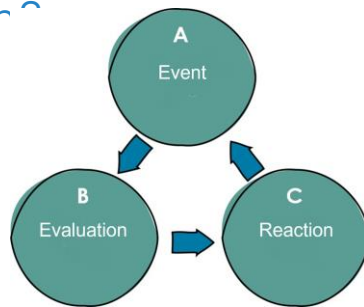
All planning must also take into account **open spaces** that allow us to **experience pleasure**.



2. CONSTRUCTIVE THINKING



Did you know that it is **not** the momentary situation (A) that directly determines and triggers our emotional and behavioral response (C), **but** the evaluation system (B) that is interposed in between ~



Example: *I get annoyed because I run into my neighbor.*

An unpleasant, stressful feeling ... The encounter with the neighbor forms the starting point for thoughts such as "Now she's ambushing me again to get me involved in a conversation. The last thing I need is to be late because of her."

Can you think of **similar situations in your everyday life or job?**

In a **situation**, there are different ways in which we react to it. These in turn go back to **different possibilities of evaluation**. You yourself are responsible for **dealing with your self-determined thoughts**.

2. CONSTRUCTIVE THINKING

The technique of constructive thinking is not to be confused with so-called "positive thinking", i.e., **it is not about "whitewashing"**. The aim is to reduce the **negative feelings** that we have either wrongly, due to nonsensical or unrealistic assumptions, norms and evaluation, or whose intensity is unreasonably high and **unnecessarily burdensome**.

Constructive thinking ...

- ... is based on **facts** instead of opinions and speculations and does not contradict reality
- ... is focused on the achievement of **personal goals**
- ... **avoids unnecessary emotional stress and unnecessary conflicts** with myself, my fellow

human beings or the environment.

- ▶ One **starting point** for changing our emotional state and to avoid stressful situations is to **change our thought processes**, especially our final evaluations.



3. SOCIAL SKILLS



Social skills help us to arrange **contact with other people** in such a way that it is experienced as **pleasant** by all participants (**social behavior**).

This has a **positive** effect on our **well-being** and that of our fellow human beings.

The **goal we are striving** for in the respective situation always plays a role.

There are **many different situations** in which social skills are important.

Example: *After the purchase of defective goods, we have the right to exchange them for defect-free goods.*

Social competence in this situation is measured by how well we succeed in **enforcing this right**.

The goal is not to "get down" the other person, but only to claim your right. **Therefore:** Do not become aggressive but **remain calm and firm** in your demeanor. That will get you further. **Do not devalue** your counterpart with statements such as "You always have ..." or "You have ... again." Feel free to **express understanding** for the other person's position.

3. SOCIAL SKILLS

Another example: *The neighbor turns up the music way too loud once again. You are annoyed and angry.*

In this situation, it is not about enforcing our right. The **overall goal** in this situation is to **maintain or improve a relationship**. Put your own feelings at the center of your argument.

This is about **expressing your own feelings and needs** as well as **understanding the feelings and needs of the other person**.

Confident expressions contain the following **four steps**:



1. Naming your own feelings: *"It annoys me that ..."*

1. Naming the behavior of the other person: *"... , that you turn the music that loud."*
2. Name consequences of behavior: *"... it makes it hard for me to concentrate on my book."*
3. Name wish: *"Please turn the radio down."*

4. SYSTEMATIC PROBLEM SOLVING

From the problem to the goal

Problems have an **influence on our well-being**. We solve many **everyday problems** without being aware of it.

However, if the solution to a problem once does not seem obvious, use **Systematic Problem Solving** as “tools of the trade”.

Behind the ability to solve problems systematically is ...

... *the insight* that problem situations are **part of normal life**.

... *the attitude* that such situations **can be actively mastered**

... *the readiness* to **perceive problem situations** at the moment of their occurrence

... *the determination* to **resist** the temptation to **act impulsively**

Overcoming a problem is **usually a process**. **Three stages** can be distinguished:

1. Goal setting: First, **observe** in which situations a problem occurs. Then **turn** the problematic **state** into a desired state. Now **formulate** a goal from a problem.

4. SYSTEMATIC PROBLEM SOLVING

These so-called **SMART** criteria help formulate goals:

Specific: Formulate the goal as **clearly and precisely as possible**

Messurable: The goal must be **verifiable**. So, how exactly can I recognize that I have achieved the goal?

Attractive: The goal should be a **positive incentive**,

i.e., make us want to achieve the goal.

Realistic: The goal should be **achievable** so that the effort is worthwhile. Goals can be set high in order to challenge us, but they should not overwhelm us.

Terminated: Each goal is accompanied by a clear deadline by which it is to be achieved.

Practice setting your current goals using the SMART criteria.

2. Elimination of conflicting goals: If several **different goals** are equally important to you: **Contrast** the goals **by listing** positive consequences and any negative consequences. **Reconsider** goals that have strong side effects associated with their achievement.

4. SYSTEMATIC PROBLEM SOLVING

Rank the goals in order of urgency and importance, starting first with the goals that are most important/urgent to you.

3. Steps to achieve the goal:

Now, when you set out to solve a problem, think about how **feelings, thoughts, behavior, and environment** are **affected**.

Are you addressing the **symptoms and/or causes?** (Addressing the causes can lead to more sustainable success but is also usually more difficult to implement). Keep in mind **real-world conditions** when planning solution paths. Consider where you can **get support** if necessary.

Perseverance - Only if we **do not let ourselves be distracted** from solving the problem right away by the first difficulties, we will reach our goal. **Rethinking one's own approach** to change is an important precondition for solving many problems.



You just completed this training unit.

Congratulations!



BE.CO.M.IN.G

Being in Continuous
Innovation and Growing

www.becomingproject.eu

Follow us on social media:



Erasmus+ Programme – Strategic Partnership
Project n.: 2020-1-DE02-KA202-007507
Project title: BE.CO.M.IN.G | Being in
Continuous Innovation and Growing

The Project Consortium

RegioVision
GmbH Schwerin



C4F

ilmiofuturo



The European Commission's support for the production of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

