

<p><i>Resilience Handout</i></p>	 <p>PRESBYTERIAN DISASTER ASSISTANCE</p> <p>OUT OF CHAOS, HOPE</p>
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These tools can be used either in the moment of interaction with another person or in other stressful moments during the day. Some are ideal in a minute to five minutes of solitude. Others can be done anywhere. Some can help to reduce feelings of “brain fog” or disorientation and increase alertness and mental focus. Weave these into your workdays and beyond to reduce your stress and to work at your maximum potential.

Intentional Listening Partner

An intentional listening partner is helpful for many reasons.

You may need just to talk out your reactions to the difficult stories you are hearing.

You may realize that there are some things you specifically want to work on to build your resilience, and it would be helpful to you to buddy up with someone to share your progress and challenges.

You may need someone talk to when stress has gotten the better of you.

An Intentional Listening Partner is someone who:

- Will not judge us.
- Will keep confidential everything we say.
- Can be available within a day of when we ask for time to talk.
- Will not give us advice unless we ask for it
- Won't talk about their own issues when we've asked them to give us time to talk about what's on our mind.

You can let your intentional listening partner know what you would like them to do or what kind of help you want.

You can consider whether you'd like to offer to do the same for your Intentional Listening Partner.

It is best to choose someone other than your spouse, partner or close relative.

From time to time, you may want to make a contract with your intentional listening partner for venting or unburdening. Explain that you will ask in advance for their time and what you are looking for.

Then when you need to talk, you might say something like this: *“I've got something going on that I'd like to talk about and I wonder if you might have some time in the next day or two to listen to me.”* Make a specific plan with your partner for your conversation.

Relaxing and Grounding

Breathing

Observe Your Breath. Sit comfortably erect and observe your breathing without trying to control it. Just notice your breath go in and out.

Vigorous Exhale. Inhale a deep breath. Pursing your lips, exhale as powerfully as you can. Repeat 4 times.

4-7-8. Close your mouth and with tongue touching soft palate beside upper front teeth, inhale quietly through your nose to a (silent) count of four. Hold your breath for a count of seven. Exhale audibly through your mouth to a count of eight. This equals one breath cycle. Complete four cycles, then breathe normally. *What is important is the ratio of 4-7-8 for inhale, hold, exhale. You will be able to slow it down, which is desirable. Do it at least twice a day.* [Dr. Andrew Weil. www.drweil.com] https://www.youtube.com/watch?v=YRPh_GaiL8s

Diaphragm Breathing. Close your eyes if you wish. Place one hand on your chest and one hand on your abdomen and notice which part of your body moves when you breathe as usual. We invite you to breathe, mindful of using your diaphragm, so that your chest does not need to move and your abdomen does. Keeping your hands placed, breathe in, extending your diaphragm. Then breathe out, contracting your diaphragm. Do two more deep breaths on your own, without the hand placement. Notice how you feel. Many find themselves feeling more relaxed and clear-headed.

Progressive Muscle Relaxation

Tighten your muscles as much as you can, then release them slowly, consciously letting go of all the tension they hold. Begin with your facial muscles, moving to neck, then shoulders and back, downward to upper arms, lower arms, wrists, hands and fingers, then downward to torso, then pelvic area, and on to thighs, calves, ankles, feet, toes.

Strong Back, Soft Front

In the midst of a stressful situation, straighten your back, imagining a string pulling you up from the top of your head. Then take a deep diaphragm breath, relaxing your front outward and mentally softening toward the person/situation you are facing. This process allows you to be strong and vulnerable simultaneously, relaxes your body, and allows you to think more clearly and logically and plan your actions accordingly rather than simply being reactive.

This process was developed by Roshi Joan Halifax, creator of the *Being with Dying* project. Roshi Joan says of this practice: It is about the relationship between equanimity and compassion. 'Strong back' is equanimity and your capacity to really uphold yourself. 'Soft front' is opening to things as they are.... The place in your body where these two meet – strong back and soft front – is the brave, tender ground in which to root our caring deeply. To learn more, do an internet search for *Strong Back, Soft Front Joan Halifax*.

Doorknob Affirmation

As you get in your car, walk down the hall to a stressful situation, or you open the door to go into a meeting, think to yourself, *I do this work because . . .* This reminder of your motivation places your sense of purpose and meaning at the forefront of what you are about to do. (adapted from Ashley Davis Bush, *Little and Often: Using Micro-Practices for Self-Care*, Psychotherapynetworker.org, p. 27.)

Tactile Grounding Tools

When you are drifting off while sitting in a boring meeting—or spacing out from anxiety while standing at a podium—you can try this tool. You need to be able to use a part of your body to initiate some voluntary tactile contact. Hands are easiest, but sometimes you can use feet as well.

- You need to have easy access to some objects that your hands can touch—paper clips or coins in your pockets, your clothing, or a podium, chair, or sofa.
- Let your fingers quickly and quietly explore an object.
- Invite your mind to attend to the tactile qualities you experience: size, shape, texture, temperature, etc.
- You may also use your feet to tap the floor or bump against the chair. This simple exercise of voluntary touching and intentional noticing can usually bring you back into a more focused and alert state quickly.
- Take off your shoes and feel your toes and the soles of your feet against the floor or the grass or dirt. Feel the energy of the earth come up through your feet, your legs and your body, all the way to the top of your head. Any time you feel that you need grounding, even in the middle of a meeting, you can do this.

Sound Grounding Tools

Ring a chime or a Tibetan bell, beat a drum, clang a cymbal -- any sound that resonates through your body and grounds you.

Bilateral Grounding Tools

Many experts believe that adding a component of intentional bilateral movement intensifies the desired effect of increased mental focus and alertness.

- Let your hands rest on the sides of your chair. Then let each hand take a turn tapping or rubbing the surface and notice what you feel.
- Repeat these movements of hands or eyes several times to sharpen your mental focus.

For Handout

- **Listening to your surroundings- notice what you hear and it helps remind you where you are**
- **Mention count backward from 100 by 7's and more in your handouts**
- **Rubbing palms together briskly, notice the sound and the warmth it generated**

Grounding With Feet

Sit comfortably erect, with your feet flat on the floor and your hands in your lap. You may close your eyes, if you wish.

As you sit comfortably, become aware of the soles of your feet touching your socks or shoes, which touch , carpeting or floor cover, the floor, the subfloor, the slab, and the solid, reliable earth on which it rests.

The earth is solid, reliable, and you are anchored to it. Allow that sense or image to rest for a few seconds.

Now become aware of the palms of your hands and how they feel on your clothes. Feel the connection between clothing, skin, muscle, bone, muscle, and skin. Feel the connection to the chair you're sitting on—from the softness of the cushion to the strength of the legs—the feet of the chair resting on the floor. Now become aware of the floor, subfloor, etc.

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Now feel the skin of your back and how it touches your shirt or blouse, etc. Feel the connection to the chair back, the legs of the chair, the floor covering and the floor, continuing to the earth itself.

Rest for a few moments in this place. Note how you feel now, and then return to your regular activity.

You can return to this place of grounded relaxation anytime you want to, simply by becoming aware of the soles of your feet and the sensation of your socks or shoes.

Centering

- Sit comfortably erect, feet on floor, hands on your lap, eyes closed or almost closed. Allow a word or phrase that soothes to come to you. It might be a word like *peace, hope, soothe, joy, love*, or a phrase like *Water washes my soul* or *The heartbeat of hope is love*. Create your own phrase.

Repeat that word or phrase over and over in your mind until you come to a place of stillness and are not focused on anything outward. If people or things come to your mind, notice them and allow them to move on.

- You might choose a leaf or a flower, a painting or a ball, a meaningful symbol or something as mundane as a matchstick or a stone. Focus deeply on that object, shutting out all else. Dwell with your focus on that object until the time feels complete, maybe 1-5 minutes or more.

Both these processes can take you to the still point within where your peace and wisdom dwell. Dwell there for a time, maybe 5-15 minutes.

For ideas on centering prayer, you can visit <http://www.centeringprayer.com>

A Peaceful Place with a Wisdom Figure

Imagine yourself in a place that is restful, peaceful, relaxing. It might be the swing on your grandmother's porch, the beach, a favorite park, your own garden. In your imagination, listen to the sounds; smell the scents; feel the quality of the air on your skin; taste the flavors; watch the movements and stillness; feel the response of your muscles, your longing to move or be still or jump or lie down.

As you dwell with these sensations, imagine that you are sitting with someone who has been very significant as a wisdom figure in your life: a mentor, a grandparent, a parent, a friend, a teacher. In your imagination, tell this person what's happening with you, where you are with it, what your longings are. Feel free to ask your wisdom figure a question or for help. Listen for his/her response. This is a good activity to do in your journal.

Gratitude Walk

A gratitude walk provides grounding, relaxing, and energizing all at the same time. A gratitude walk can be done in the minute it takes to walk to the restroom or water fountain, or you might take a 15-minute break to do a gratitude walk outside. The principles are the same.

While you are walking, focus your awareness on sights, sounds, physical sensations, and smells around you. If you are in your office, notice a person for whom you are grateful or a painting on the wall or the general ambience of your organization that serves or the view from a window. If you go outside, look at the clouds and the trees and the ground and let yourself be amazed. Listen

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attentively to the sounds of nature and enjoy the sound of a bird or the rustling of leaves. Let your face feel the breeze or your fingers feel the tingling of little blades of grass or the rough texture of bark or the sensation of the sun.

When you look, listen, touch, and smell, be especially receptive to sights, sounds, sensations, and smells that you perceive as beautiful or awe-inspiring. Be receptive to observing things that elicit in your heart a sense of wonder, joy, or peace. Be willing to practice saying “thank you” silently as you notice special objects or sensations and perhaps associate your observations with other special moments in your memory.

As you walk and observe what’s around you, thoughts will certainly come marching through your mind. When thoughts and judgments appear, gently move them aside and re-focus your awareness on the sights, sounds, touches, and aromas for which you are grateful.

Candle

For many people, gazing into a flame is very soothing. When you have difficult work to do, try lighting a candle and gazing into the flame. Watch the dancing of the flame. Watch the tallow as it melts and flows down the candle. Take in the warmth and light of the candle. Notice how it does not rush. Breathe deeply as you focus completely on the candle. If you can stay with it long enough, watch the wick curl and embrace itself as it finishes its purpose of providing warmth and light. Notice how the wick drops off. If your setting allows, keep the candle burning while you do your work.

Energizing

March in Place

March in place, knees high, arms swinging, crossing right elbow to left knee and left elbow to right knee.

Move and Laugh

- Spend a few minutes moving your body. Reach for the sky. Reach for the horizons. Rotate your body at the waist. Bend your body at the waist in both directions; rotate in a circle. Drop your hands to the floor, then very slowly come up one vertebra at a time.
- Stand with your hands on your hips, feet shoulder width apart, and begin to laugh a rolling deep belly laugh. Roll your torso around as you laugh. Dance around as you laugh, if you wish. Rock while you laugh. But laugh, long and loud and deep. Laugh till it turns to tears if you need. But laugh. When you’re done, feel the energy flowing through your body in places where you thought only tension reigned.

Sing

Sing a song that you love, jazz it up, move with it, sing loud, sing soft, sing silly, sing high, sing deep. If you can do body movements like clapping or tapping feet, even better. Let yourself feel the energy rising as you energize your song more and more.

Think Fast

Have a little contest with yourself or people around you to see who (individual or group) can make up the most words starting with a given letter within three minutes or so.

Releasing at End of Day

It's important at the end of a workday to have a way to release the people and work of the day, to shift your focus away from the needs of the people with whom you work -- to yourself, your friends and your family. Sometimes a ritual of release can help restore you physically, as well as emotionally and spiritually.

Wring It Out

Sit upright in a chair. Slowly and gently twist your body to the right from your hips to your head. Turn around as far to the right as you can. (You might wish to grab the chair handle to help you turn further.) Hold for 10 seconds or longer, allowing your muscles to relax and stretch. Add an extra stretch with a deep inhale, letting your chest expand. Then exhale as you come back to the front. Then repeat this process to the left. As you wring yourself and exhale, imagine that you're a sponge that's absorbed your clients' energies. You want to squeeze out this sponge, freeing yourself from their concerns. Take a moment to notice how your body feels after you twist. Once you're done, shake your arms in front of you as you release the day's work. From Ashley Davis Bush, *Little and Often: Using Micro-Practices for Self-Care*. Psychotherapynetworker.org, p. 27.

What went well today?

Ponder for a moment on what went well today. List 3 things that went well. Pause for gratitude for those.

Releasing Ritual

Design a ritual for the end of the day in which you release the people, concerns or situations that feel incomplete, worrisome or demanding of more attention.

- You might write the list of those on a piece of paper, fold it, and place it in a special container on your desk or somewhere in your home with a commitment to leave it there until tomorrow.
- You might doodle or create colors on a page to express the feelings you have of frustration or fear or trouble letting go of.
- In the morning, you can return to paper to bring fresh energy, or you may find you have released the concerns sufficiently to move on in new ways.



Common Signs of Stress

Adapted from the work of Jim Norman,
M. Ed., C.T.S., Oklahoma City, OK
Revised and adapted by Presbyterian
Disaster Assistance



**PRESBYTERIAN
DISASTER
ASSISTANCE**
OUT OF CHAOS, HOPE

After experiencing a traumatic event, or after a series of cumulative stressors, it is common—and normal—to experience a wide range of reactions. These responses may appear immediately after the event or some time later. They may last for a few days, a few weeks, or even longer. These are normal reactions to an abnormal situation. Over time, many signs diminish. Consider seeking help if they persist or reappear after other upsetting or re-stimulating events. The following are some of the most common symptoms:

Emotional (feelings)	Cognitive (thinking)	Behavioral (doing)	Physical	Spiritual
<ul style="list-style-type: none"> • Fear • Terror • Anxiety/panic • Suspiciousness/paranoia • Rage • Apprehension • Depression • Vengeance • Shame • Humiliation • Guilt/survivors' guilt • Sadness • Grief • Emotional shock • Emotional outbursts • Loss of emotional control • Feelings of hopelessness or helplessness • Feelings of desperation • Emotional numbness • Irritability • Oversensitivity • Inappropriate emotional responses 	<ul style="list-style-type: none"> • Confusion • Nightmares • Suspiciousness • Flashbacks • Difficulty concentrating/making decisions • Spaciness • Memory problems • Shortened attention span • Overly critical • Blaming others • Poor problem-solving skills • Poor abstract thinking • Preoccupation with the event • Inability to recall all or parts of the event • Disorientation of time, place or person • Heightened or lowered awareness • Thoughts of suicide 	<ul style="list-style-type: none"> • Inability to cry • Uncontrollable crying • Withdrawal • Antisocial acts • Blaming • Inability to rest • Hyper alertness • Pacing • Erratic movement • Emotional outbursts • Change in speech patterns • Increased alcohol/drug use • Avoidance of thoughts, feelings related to the event • Difficulty writing or talking • Changes in sexual functioning • Loss or increase of appetite • Verbal or physical violence • Changes from typical behavior 	<ul style="list-style-type: none"> • Headaches • Rapid heart rate • Sleep disturbances or nightmares • Shallow breathing • Inability to rest/relax • Fatigue • Thirst • Twitches • Vomiting • Weakness • Chest pain • Visual difficulties • Nausea/diarrhea • Dizziness or faintness • Chills or sweating • Easily startled • Changes in appetite • Grinding teeth • Sitting and staring • Uncoordinated movement • Self-harm 	<ul style="list-style-type: none"> • Questioning • Doubt • Emptiness • Loss of meaning • Feeling unforgiven • Identification of situation as punishment or martyrdom • Wish for magical solutions • Loss of direction • Cynicism • Apathy • Alienation • Mistrust • Crisis of faith • Sudden marked increase or decrease in expressions of faith • Anger at God – “Why?”



What You Can Do to Take Care of Yourself

Adapted from the work of Jim Norman, M. Ed., C.T.S.,
Oklahoma City, OK



OUT OF CHAOS, HOPE

Revised and adapted by Presbyterian Disaster Assistance

The same five areas in which you experience the effects of trauma or stress are also areas in which to focus your coping efforts. The following are some ideas others have found useful. Add to the table other ideas you have found helpful.

Emotional (feelings)	Cognitive (thinking)	Behavioral (doing)	Physical	Spiritual
<ul style="list-style-type: none"> • Be aware of what you are feeling. • Allow yourself to experience what it is that you feel (Crying, shaking, and screaming are OK.) • Be responsible for expressing your emotions safely. • Voice what you are experiencing. • Be assertive when needed but check with a trusted person to see if you're overreacting. • Keep communication open with others. • Develop your sense of humor. • Find a vent partner, someone who will listen to you without interrupting or judging. • YOUR IDEAS 	<ul style="list-style-type: none"> • Recognize the decisions you are already making. • Make small, daily decisions. • Save big decisions till later. • Avoid "all or nothing" thinking. • Get the most info you can to help make decisions. • Have a Plan B. • Remember you have choices. • Practice problem-solving skills that worked for you in the past. • Break large tasks into smaller ones. • YOUR IDEAS 	<ul style="list-style-type: none"> • Practice moderation. • Limit demands on time and energy. • Write things down. • See a counselor. • Stay in touch with your support system. • Do activities that were previously enjoyable. • Take trips or different routes to work. • Ask others how they think you're doing. • Find new activities that are enjoyable and (mildly) challenging. • Do things that relax you and bring you joy. • Get involved with others. • Enjoy your pet. • Go fishing. • YOUR IDEAS 	<ul style="list-style-type: none"> • Practice deep breathing. • See your doctor and dentist. • Exercise. • Maintain regular sleep patterns. • Minimize caffeine, alcohol, and sugar. • Eat well-balanced and regular meals. • Drink water. • Wear less restrictive clothing. • Engage in some physical luxuries—spas, massage, exercise trainers, baths. • Practice relaxation exercises. • Dance. • YOUR IDEAS 	<ul style="list-style-type: none"> • Pray • Meditate. • Practice gratitude. • Discuss your spiritual concerns with spiritual leaders. • Balance time spent with others with time for yourself/with God. • Practice the rituals of your faith. • Attend spiritual retreats. • Visit new places of worship. • Be bold in asking the hard questions. • Read spiritual literature. • Read stories of other survivors who overcame hard times. • Tune in to your higher power: sing, paint, write poetry, journal. • Renew your sense of purpose. • YOUR IDEAS

