

VOL. 03

WORKFORCE-READY WORKSHOP SERIES

Self-Care & Professional Online Presence



CREATING A PROFESSIONAL PRESENCE OFF & ONLINE
BY TAKING CARE OF YOURSELF INSIDE & OUT

Workbook developed by Laura Bustamante, CTRS & Edited by Sharon Vocino

WORKFORCE READY WORKSHOP SERIES

SELF-CARE & PROFESSIONAL ONLINE PRESENCE

Welcome, young professionals! Are you ready to conquer the digital world while also taking care of yourself? This workbook is your ultimate guide to building a professional online presence, utilizing social media for career advancement, and practicing holistic wellness to prevent burnout. When entering the workforce, it's important to not only present yourself professionally in person, but also online.

With the rise of social media and online platforms, the way you present yourself on the internet can have a huge impact on your career advancement and professional development. But it's not just about your career - taking care of your mental, emotional, and physical health is also crucial for preventing burnout and achieving holistic wellness. That's why this workbook is designed to help you navigate the world of online professionalism and self-care practices, so you can thrive both personally and professionally.

In these pages, you'll find practical tips, engaging exercises, and thought-provoking prompts to help you build a strong online presence, leverage social media and online platforms to your advantage, and prioritize your well-being. So let's dive in and start building the foundation for your successful future!



MONTEREGIE-WEST COMMUNITY NETWORK

Our Vision

To develop a strong and vibrant English-speaking community in Montérégie West

Our Mission

Bring together individuals, community groups, public organizations, professionals, and businesses.

Form partnerships and bonds within the Montérégie West community and with its neighbours.

Encourage lifelong learning for everyone from the youth to the elderly;

Provide information and resources to promote improved access to health and social services for all. www.mwcn.ca

NOVA CAREER CENTRE

Our experienced teachers, counselors, and staff are here to help you every step of the way. Whether your goal is to take a trade program, finish high school, or get ready for CEGEP, we offer you the support you need to meet your learning and career goals. Meet one-on-one with one of our counselors to create a personalized learning path that helps you get where you want to go. The journey begins with you!

www.nfsb.me



New Frontiers School Board CONTINUING EDUCATION

The journey begins with **you.**



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WORKFORCE READY WORKSHOP SERIES



POWER SKILLS

Discover the "Power skills" that make employees stand out in the workforce. Participants will learn about tried and true strategies to improve skills such as organization, productivity, communication, time-management and more!



DRESS FOR SUCCESS

Learn about "dressing for the job you want" and fun new ways to upgrade your personal style to present a professional image. Participants will learn tips and tricks about everyday style to look and feel good for less!



SELF CARE & PROFESSIONAL PRESENTATION

This workshop will cover professional social media use, online hiring platforms such as LinkedIn, and self-care practices to prevent burnout. You will also learn about tried and true strategies to manage stress and revamp your online presence!



MARKETING YOUR STRENGTHS

Discover your most valuable strengths and learn how to use them to their full potential. An interactive activity will follow, where you can design your own business cards and receive a personalized marketing kit.



INTERVIEW SKILLS

At the end of this workshop, participants will have everything they need to show up to an interview prepared, professional, and with strategies that will make a lasting impression!

About THE PROGRAM

The workforce-ready workshop series was developed in partnership between the Monteregie-west community network and the New Frontiers School Board Continuing Education Department with the goal of equipping students with social, emotional, and tangible tools to support the successful transition to the workforce.



DISCLAIMER: *The content of this workbook is intended to provide guidelines and suggestions to support your personal growth and development. It is important to remember that everyone's needs and circumstances are unique, and the information provided may not apply to every situation. Please use the content as a tool to support your journey and adapt it to suit your individual needs. Remember always to prioritize your well-being and seek professional advice when necessary.*

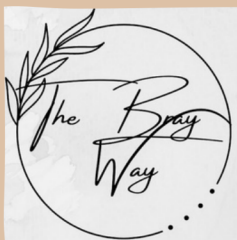
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This workbook and the workshop content were developed on behalf of the Montérégie West Community Network & The New Frontiers School Board by @thebrayway_ Wellness Services & L.B Therapeutic Recreation Coaching & Consulting along with the expertise of professionals specializing in the field.



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Introduction

SELF CARE & SOCIAL MEDIA



“Just because you take breaks doesn’t mean you’re broken.”
— Curtis Tyrone Jones

In today's digital age, having a strong online presence is more important than ever. It's not just about having a LinkedIn profile or a professional-looking profile photo. It's about curating a consistent and authentic image across all social media platforms. This includes being mindful of the content you post, the language you use, and the way you interact with others online.

By investing time and effort into your online presence, you can create a positive and professional image that can open doors to new opportunities. Whether you're looking for a new job, building a personal brand, or seeking to expand your professional network, having a polished online presence can help you stand out to potential employers and access unique opportunities in the competitive job market.

It is important to remember that taking care of your online presence is just one part of the equation. To truly excel in the workforce, you need to prioritize your overall wellness.

This means taking care of your physical health by getting enough sleep, exercise, and nutrition, as well as your mental and emotional health by practicing self-care and seeking support when needed.

When you prioritize your wellness, you'll have more energy, focus, and resilience to handle the demands of your work & personal life. You'll also be better equipped to cope with stressors and challenges that are thrown your way. By investing in yourself and your well-being, you'll be better positioned to achieve success in all areas of your life.

THE HIDDEN JOB MARKET

& HOW TO FIND IT

When it comes to finding a job, the traditional route of scouring online posting and sending out resumes can be exhausting and often leads to dead ends. But did you know that there's a whole other job market out there that you might be missing?

The hidden job market is made up of positions that aren't advertised and are often filled through networking. In Canada only about 15% of jobs are actually posted. Think of it like an iceberg, we only see the tip, but the majority is hiding under the surface.



With these strategies, you'll be well on your way to accessing the hidden job market and finding your dream job. Remember, networking is all about building relationships, so be genuine, friendly, and curious, and don't be afraid to ask for help or advice.

Here are 10 tried-and-true strategies to help you access the hidden job market:

Talk to people you know:

Leverage your existing network of friends, family, and colleagues to see if they know of any job openings.

Get yourself "out there":

Attend industry events, conferences, and career fairs to meet people in your field and make connections.

Join professional organizations:

That are related to your desired industry to expand your network.

Reach out:

Contact alumni from your program who are working in your field for advice and potential job leads.

Use social media platforms:

Use sites like LinkedIn to connect with professionals in your field and stay up-to-date on industry news.

Volunteer or intern:

Use volunteer opportunities and internships to gain experience and make connections in your desired field.

Find a mentor:

Shadow professionals in your field to learn more about the industry and potentially make connections.

Get the inside scoop:

Conduct informational interviews with professionals in your field to gain insight into their careers and potentially uncover job leads.

Go to them:

Reach out to recruiters who specialize in your industry to see if they have any job openings. Or go directly to local businesses.

Be persistent

Don't give up and keep networking. The more people you meet and connections you make, the higher your chances of accessing the hidden job market.

EMAIL LIKE A BOSS

Know Your Netiquette

Digital etiquette, sometimes referred to as netiquette, is a crucial aspect of how we communicate these days. We spend so much time online, for work and leisure, that digital etiquette is becoming just as vital to building a professional presence as traditional etiquette.

Here are some tips to help come across professionally in the digital realm and send emails "like a boss!"

DO'S:

- Start with a greeting. It's polite and sets the tone for the rest of the email. "Hey there" and "Hello" are always safe options.
- Do: Be clear and concise. No one wants to read a novel-length email. Get to the point and keep it brief.
- Proofread your email before hitting send. Spelling and grammar mistakes can make you look careless and unprofessional.
- End with a closing. "Best regards" and "Sincerely" are safe options.

DON'TS:

- Don't use all caps. IT LOOKS LIKE YOU'RE YELLING, AND NO ONE LIKES THAT.
- Use excessive exclamation points or emojis. One exclamation point is enough to convey enthusiasm. And while emojis can be fun, they should be used sparingly in professional communication.
- Forward chain emails or send spam. Just don't. No one wants to be bombarded with unnecessary emails.
- Forget to sign your name. It's a small detail, but it shows that you took the time to craft a thoughtful message.

Remember, emails are a reflection of your professionalism and digital etiquette. Follow these tips, and you'll be a pro in no time. And if all else fails, just remember that everyone loves a good GIF.

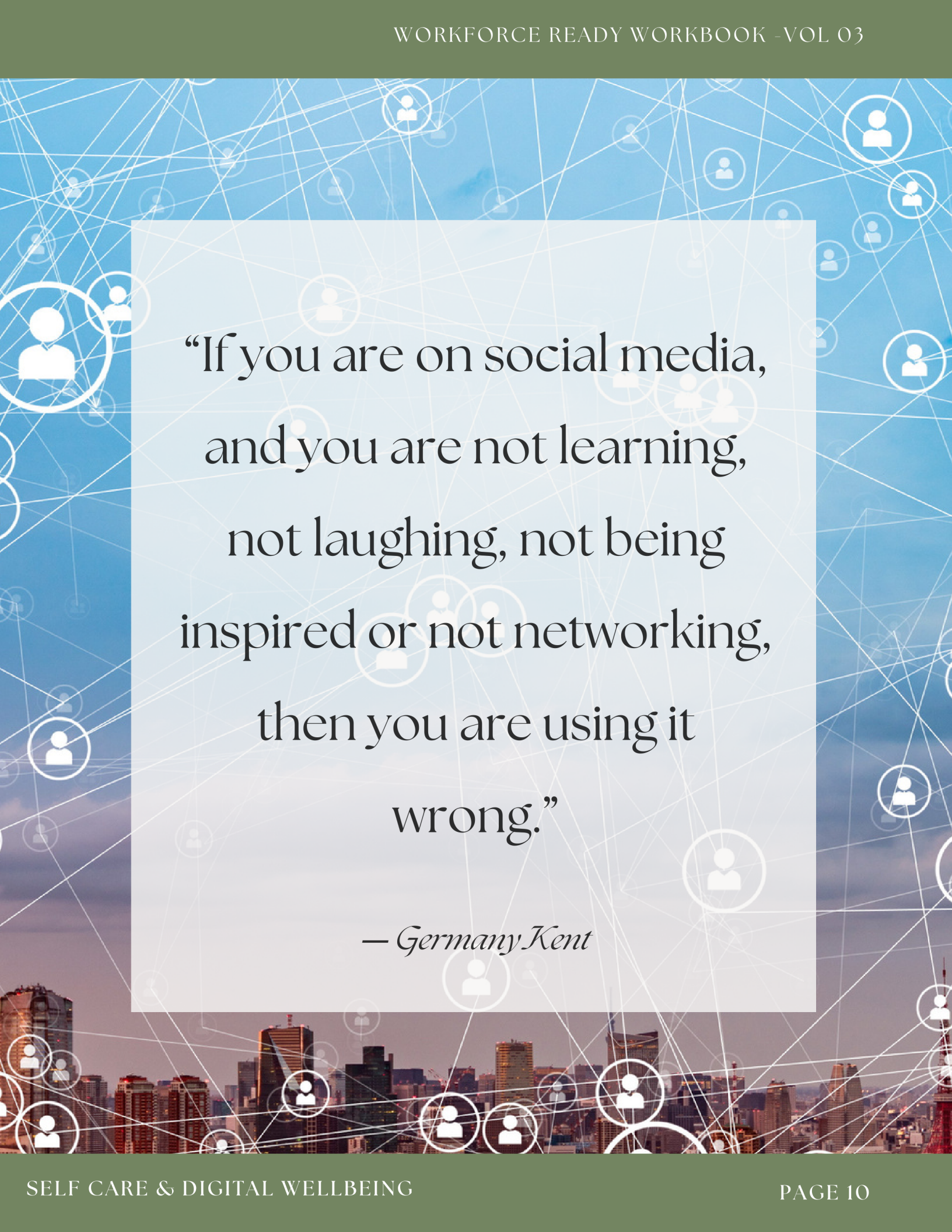
15 UNSPOKEN Rules of E-mail THAT EVERYONE NEEDS TO FOLLOW

These might seem like common sense, but implementing these simple changes can greatly improve your everyday email experience.

- 1** **DON'T USE ALL CAPS**
It reads like you are shouting
- 2** **Don't attempt sarcasm**
It's impossible to pick it up from an email anyway
- 3** **Don't use email to deliver bad news**
Make a phone call instead
- 4** **Don't "Reply All"**
Unless your response will be relevant to all- Do you really need to potentially interrupt all of these people?
- 5** **Use proper grammar and punctuation at all times**
This is a no-brainer
- 6** **Use spell check**
Another no-brainer
- 7** **Re-read before you send**
Seriously
- 8** **Understand that emails are permanent**
Never send an email that you wouldn't want on the front page of the paper
- 9** **Don't be a jerk**
If you are a jerk in an email, you are memorializing
- 10** **Don't email angry**
Cool down before you respond
- 11** **Don't forward chain emails**
Microsoft is not sending you a check no matter how many people you forward it to
- 12** **Refrain from using "high priority"**
- 13** **Craft an appropriate and descriptive subject**
Be specific in the subject and your messages will be read more, and easier to reference later
- 14** **Complete your signature**
Make it easy for people to contact you by including your phone number, website, and any pertinent contact information
- 15** **Be pithy**
Pithy means brief and to the point. People are busy and time is our most valuable resource

For helpful tips and trusted information on business and how to become a more effective entrepreneur, visit massimo-group.com/the-17-rules-of-email-etiquette

THE MASSIMO GROUP



“If you are on social media,
and you are not learning,
not laughing, not being
inspired or not networking,
then you are using it
wrong.”

— *Germany Kent*

12 PRINCIPLES OF NETIQUETTE



BE AUTHENTIC

Always represent yourself truthfully online. Don't use fake identities or misrepresent yourself in any way.



MIND YOUR MANNERS

Use a respectful and polite tone when communicating online. Avoid using all caps, aggressive language, and offensive emojis.



POST MINDFULLY

Think before you post anything online. Consider the impact your post might have on others and whether it is appropriate to share.



CHECK YOUR FACTS

Always double check information before sharing it online. Misinformation can cause harm to yourself & others.



DON'T LEAVE THEM HANGING

Try to respond to messages and emails in a timely manner. It shows that you value the person's time and effort.



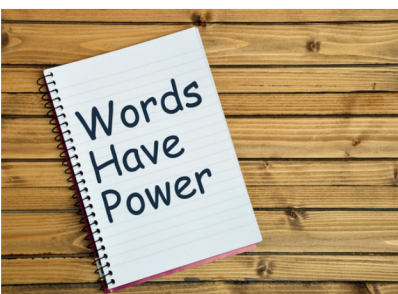
RESPECT PRIVACY

Do not share other people's personal information or private messages without their permission. Respect people's boundaries and privacy.



DON'T SPAM

Do not send unsolicited messages, post irrelevant content, or send multiple follow-up messages. Respect other people's time and attention.



CHOOSE YOUR WORDS

Choose words that are respectful and appropriate. Avoid using slang words, poor grammar, texting abbreviations, or incorrectly spelt words whenever possible.



BE FORGIVING

Everyone makes mistakes online, so be patient and forgiving. Offer constructive feedback and help others improve their digital etiquette.

UNSPOKEN RULES OF SOCIAL MEDIA

& Online Etiquette



In today's digital age, social media has become an integral part of our daily lives. We use it to connect with friends, share our experiences, and even build professional networks. However, with the rise of social media comes the need to understand and follow the unspoken rules of online etiquette.

First and foremost, it's important to present yourself in a professional manner online. This means avoiding controversial or offensive content, refraining from engaging in negative online interactions, and maintaining a positive online persona. Remember, your online presence is a reflection of who you are as a person and can have real-world consequences.

Another important aspect of online etiquette is respecting the privacy of others. Always ask for permission before posting photos or tagging others in your posts. Avoid sharing personal information about others without their consent, even if it seems harmless.



It's also important to be mindful of your tone and language when communicating online. Avoid using all caps or excessive punctuation, as this can come across as aggressive or confrontational. Instead, use a friendly and approachable tone, and be sure to proofread your posts before hitting send.

In addition to these general guidelines, each social media platform has its own set of rules and expectations. Take the time to familiarize yourself with these guidelines and make sure you're using each platform appropriately.

Remember, social media is a powerful tool that can help you build relationships, advance your career, and showcase your talents. By following the unspoken rules of online etiquette and presenting yourself in a professional manner, you can make the most of this valuable resource.

VIRTUAL NETWORKING

PROS & CONS OF NETWORKING ONLINE

Social media has revolutionized the way we connect with people. It is no longer just a platform to share our personal lives, but also a powerful tool for networking, professional development, and career advancements.

From LinkedIn to Facebook and Instagram, social media platforms offer endless opportunities to grow your network and enhance your career.

PROS

- Virtual networking allows connections with professionals from all over the world and those who may not have been accessible otherwise.
- Virtual networking can be done from the comfort of your own home, saving time and money on travel expenses.
- It allows you to connect with people in your field or with similar interests, and those from a vast network of different industries.
- Social media can serve as a platform to showcase your work and accomplishments, which can help you build your personal brand.
- You can easily share and discover industry news, trends, and insights.
- It can be a helpful tool in finding job opportunities.



CONS

- Virtual networking lacks some of the personal touch of face-to-face interactions, making it harder to build meaningful relationships.
- It can be difficult to stand out and make a lasting impression in a virtual setting.
- It can be overwhelming and time-consuming if not managed effectively.
- Online networking may not be appropriate for all industries or professions.
- Social media can be distracting and time-consuming, taking away from productivity.
- It can be difficult to filter through the noise and find meaningful connections and information.
- There is a risk of encountering inappropriate or unprofessional behavior on social media.
- It can be challenging to maintain a professional image while also being personable on social media.
- There is a risk of oversharing personal information that could potentially harm your professional reputation.

USING SOCIAL MEDIA TO NETWORK

Key Principles

One of the key principles of using social media for networking is building a strong profile. Your profile is your digital first impression, and it is essential to make it as professional and engaging as possible. Use a high-quality profile picture, write a compelling headline, and highlight your skills and experiences in your bio.

Another principle is to engage with your network regularly. Don't just connect with people and forget about them. Engage with their content, share your thoughts, and offer value to their network. This will not only help you stay top of mind but also build stronger relationships.


The benefits of using social media for networking are endless. It can help you expand your network, find job opportunities, and showcase your skills and experiences. Additionally, it allows you to stay up-to-date with the latest industry trends and connect with thought leaders in your field.



WHEN IT COMES TO PRACTICAL TIPS AND TRICKS, HERE ARE A FEW TO GET STARTED:

- Join industry-specific groups on LinkedIn and engage in conversations with other professionals in your field.
- Use hashtags on Instagram and Twitter to connect with people who share similar interests.
- Share your thoughts and insights on LinkedIn by publishing articles or creating posts.
- Connect with people you meet at networking events on LinkedIn and follow up with a personalized message.
- Utilize Facebook groups to connect with people in your local community or industry.

LinkedIn Checklist

 Use this checklist to audit your personal LinkedIn profile. Add notes to things you want to work on and also use this time as a way to make sure all of the information on your profile is up to date.

Do you have a professional profile photo?

Is your headline detailed and professional?

Does your summary include details and rich keywords?

Is your contact information available?

Does your Public Profile URL include your name?

Do you have details about at least 3 recent positions?

Have you included your education, honors, awards, and other highlights?

Do you ask others for recommendations and endorsements?

Have you asked to be introduced to other professionals?

Are you participating in groups regularly?

Do you follow companies you may want to work for?

Is your profile connected with other networks and websites?

Are you updating your status and sharing articles regularly?

Are you continuously maintaining and adding new connections?

Ready to learn more?
<http://bootcampdigital.com/linkedin-101-training/>



LinkedIn

The Ultimate Cheat Sheet

1 The Perfect Profile Blue Print

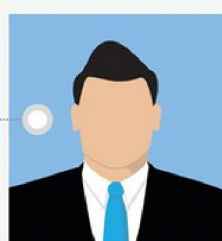
There are more than 350 million professionals on LinkedIn. To stand out, you need to pay great attention to creating a profile. In this section, you'll learn how that's done.

Headline 120 characters

This is the most-important aspect of the profile! Be succinct, creative, and include key terms that make it easy for others to define your industry and your role within.

Name

Include your first, last, and middle name (if applicable). This is not the place for nicknames or humorous references to job titles (such as "sales rockstar" or "developer ninja").



James Eaton

Award winning Sports Psychologist who works with some of the best sports people in the UK.

Southampton, United Kingdom | Sport

Add your industry to be more visible to searchers.

487 connections

<https://uk.linkedin.com/in/>

URL

Customize the LinkedIn URL to make it easy for people to find you.

[linkedin.com/in/jameseaton](https://www.linkedin.com/in/jameseaton)

Find your unique URL in the light-grey box below your name. Click the edit button and revise.

[linkedin.com/pub/james-seaton7342/7864](https://www.linkedin.com/pub/james-seaton7342/7864)

Profile Photo

First impressions matter during business meetings and when people see your profile picture.

Consider your industry in addition to potential consumers and peers to select the appropriate headshot.

Dos and don'ts of LinkedIn profile photos

Do's



Get a professional photographer

It's worth the investment since you can use the pictures for multiple social platforms and purposes.



Look personable

You don't have to give a goofy smile but you don't want to appear angry either. When in doubt, ask others to give their opinions before you post.



Use most of the frame

Your face should be centered, leaving a small space over your head with the picture extending to your shoulders.



Choose a familiar picture

Keep the photo true to life. If you wear glasses, have a beard, or often wear a tie, make the profile photo representative of how you normally look at work.



Don'ts

Be professional

LinkedIn is not Facebook. Structure your profile according to how you would act at work.



Balance formality

Don't go overboard yet don't be underdressed in your picture. Let the photo reflect your work attire and mood.



Leave Fido out

It's a cute sentiment, but leave dogs and other pets out of your LinkedIn profile picture.



Keep the background neutral

Don't let the background distract viewers. Choose a neutral and non-busy background.



Adding a professional photo of yourself on your LinkedIn profile can result in

14 TIMES MORE PROFILE VIEWS!



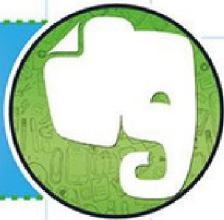
6 Quick LinkedIn Tips To Do Today

Here are bite-sized tips to implement right away to improve your profile and make it more visible to peers and potential consumers.

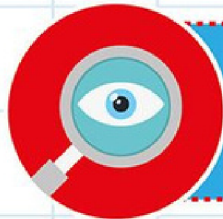
The best times to post on LinkedIn:
Tuesday and Thursdays, between 7am and 9am local time.



Evernote & LinkedIn integrate. Organize biz cards, LinkedIn info, & notes in one place.

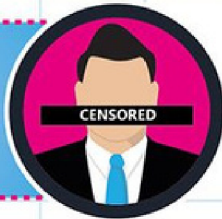


Your profile is 5 Times more likely to be viewed if you join and are active in groups.



Looking for a new job on LinkedIn?
Don't let your boss know; turn off your activity broadcasts.

Censor yourself. If you wouldn't say it in a job interview, don't say it on in a LinkedIn.



Endorse people you respect. Send a thank you message when someone endorses you.



20 LinkedIn posts per month can help you reach 60% of your unique audience.



Use your LinkedIn profile as a sales tool.
Add a short video about your company to your profile.

LinkedIn users who update their profiles regularly get more job offers.



Find your voice. Publishing posts is a great way to showcase your professional knowledge, position yourself as a thought leader in your industry.



Avoid profile buzzwords, such as "creative" and "motivated." **Minimize adjectives. Emphasize verbs.**

PROFESSIONAL HEADSHOTS

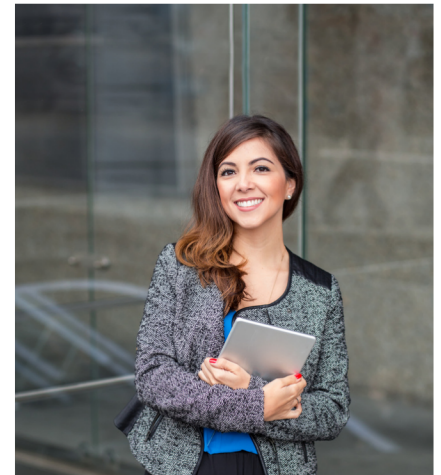
Having a professional headshot photo can be the difference between getting noticed online or being overlooked. In the digital age, your online presence is often the first impression you make on potential employers, colleagues, and clients. A polished and professional headshot can convey your competence, confidence, and personality in a way that words alone cannot.

Think about it, when you're scrolling through LinkedIn, what catches your eye? A profile with a clear, well-lit headshot of the person smiling and looking directly at the camera or a profile with no photo or a blurry selfie? It's no secret that people are drawn to visuals, and a professional headshot can help you stand out from the crowd.

A good headshot should not only be visually appealing, but it should also accurately represent you and your brand. It's important to choose a photographer who understands your industry and can capture your personality and style in the photo. Whether you're in a creative field and want a more relaxed, informal photo or in a more formal industry and need a traditional, conservative headshot, your photo should reflect who you are and what you do.

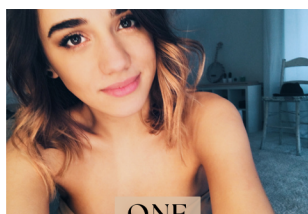
Having a professional headshot can also help you create a consistent brand across all of your online platforms. You can use the same photo on LinkedIn, your personal website, and your business cards, creating a cohesive and recognizable image.

In conclusion, a professional headshot photo is an investment in your online presence and personal brand. It can help you make a positive first impression, stand out from the crowd, and create a consistent brand across all of your platforms. So, if you haven't already, it's time to book that photo shoot and show the world your best self!



ELEMENTS OF A GOOD PROFILE PHOTO (10 THINGS TO AVOID)

The twelve elements that can help you elevate your outfit to appear sharp, poised and classic without breaking the bank.



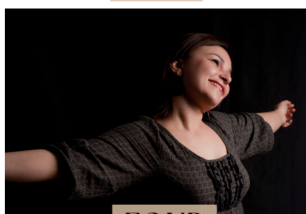
ONE



TWO



THREE



FOUR



FIVE



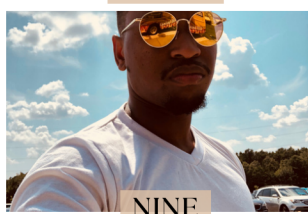
SIX



SEVEN



EIGHT



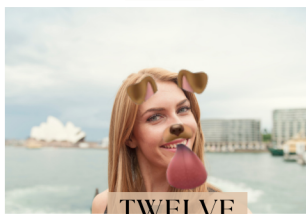
NINE



TEN



ELEVEN



TWELVE

- **Inappropriate clothing:** Avoid wearing revealing or provocative clothing.
- **Busy or distracting background:** Use a simple and clean background to avoid distractions.
- **Group photos:** Avoid using group photos that may confuse or distract from your professional image.
- **Poor lighting:** Ensure the photo is well-lit and doesn't cast shadows on your face.
- **Strange facial expressions:** Avoid making strange or unprofessional facial expressions.
- **Excessive makeup:** Use minimal makeup to avoid looking unprofessional or unnatural.
- **Party or vacation photos:** Avoid using photos from parties or vacations that may not convey a professional image.
- **Couple or themed photos.**
- **Sunglasses or hats:** Avoid wearing sunglasses or hats that may obscure your face.
- **Props:** Offensive, distracting, or controversial props or accessories.
- **Selfies:** Avoid using selfies that may look unprofessional or low-quality.
- **Filters:** Avoid using filters that may distort or obscure your face or look unprofessional.

HEADSHOTS

12 GO-TO POSES FOR A GREAT PHOTO



STRAIGHT ON



OVER THE SHOULDER



HANDS IN POCKETS



CROSSED ARMS



DESK POSES



SEATED POSES



THREE QUARTERS



AGAINST A WALL



PROPS



POWER POSES



HANDS



CANDID

STEPS TO A "DIY" PROFESSIONAL HEADSHOT

Elevate your profile picture

1. Choose a professional and neutral background.
2. Use natural lighting or a softbox light to avoid harsh shadows.
3. Wear professional attire that represents your brand or industry.
4. Keep your hair neat and tidy.
5. Practice good posture and positioning to convey confidence.
6. Look directly at the camera with a friendly and approachable expression.
7. Avoid distracting jewelry or accessories.
8. Use a high-quality camera or smartphone with a portrait mode.
9. Frame the photo to show your head and shoulders, with space around your face.
10. Choose a photo that is recent and accurately represents your current appearance.
11. Consider getting a professional photographer to take your headshot.
12. Experiment with different angles and poses to find the most flattering look.
13. Use photo editing software to enhance the lighting and color balance, but avoid heavy editing.
14. Ask for feedback from trusted colleagues or friends.
15. Update your headshot periodically to keep it fresh and relevant.



CONFIDENCE & SELF-ESTEEM

WHAT'S THE DIFFERENCE?

Self-esteem and confidence are two essential traits that can help individuals thrive in both their personal and professional lives. While the two terms may seem interchangeable, they actually have different meanings.

While these two concepts are related, they are not interchangeable. Self-esteem is the belief in one's own worth and value, while confidence is the belief in one's abilities and skills.

It's easy to confuse the two, but understanding the difference is crucial for success in the workforce. Employers want to hire people who are not only competent but also have a healthy sense of self-worth.

Self-esteem is all about how you view yourself, the value you place on your abilities and qualities, and the extent to which you approve of yourself. On the other hand, confidence is your belief in your capabilities, your trust in your judgment, and your ability to take action.



Both self-esteem and confidence are important. Without self-esteem, individuals may struggle with feelings of inadequacy, imposter syndrome, and low self-worth. Meanwhile, lacking confidence can hold individuals back from taking risks, pursuing opportunities, and achieving their goals.

In the workplace, self-esteem and confidence can present themselves in different ways. Self-esteem can be demonstrated through setting boundaries, asking for what you need, and advocating for yourself.

Confidence can be demonstrated through taking on new challenges, speaking up in meetings, and presenting your ideas with conviction.

Ultimately, both self-esteem and confidence are important for success in the workforce. Don't forget that self-esteem and confidence can be developed and strengthened. Practicing self-care, setting achievable goals, and seeking out opportunities for growth and learning can all help boost self-esteem. Meanwhile, practicing a specific skill or task and seeking feedback can help build confidence.

By understanding the difference and working on both, you'll be well on your way to achieving your career goals. So go ahead, believe in yourself and your abilities, and let your worth shine through!



SELF-ESTEEM & CONFIDENCE

When you walk into an interview, your potential employer is not only looking at your skills and experience but also at your demeanor and how you present yourself. If you lack confidence or have low self-esteem, it can be a major red flag to an interviewer. They may interpret it as a lack of assertiveness, or even doubt your ability to handle the job.

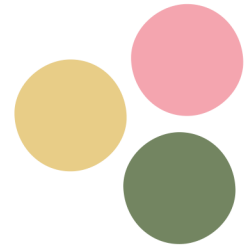


Think about it - would you trust someone to take on a task if they didn't seem sure of themselves? Probably not. Employers want to hire individuals who exude confidence and assurance in their abilities. They want someone who can step up to the plate and tackle any challenge that comes their way.

So, how can you boost your confidence and present yourself in the best light possible? Start by focusing on your strengths and accomplishments. Think about why you're qualified for the job and what makes you stand out from other candidates. Practice interviewing with friends or family, and work on projecting a positive, confident attitude.

Remember, everyone has moments of self-doubt - it's totally normal! But by building up your self-esteem and confidence, you'll be setting yourself up for success in your job search and beyond. So go out there and show the world what you're made of!

WAYS TO APPEAR MORE CONFIDENT



Confidence is a valuable asset in the job market. It can help you stand out from other candidates, impress potential employers, and succeed in your career. Here are the top ways to appear more confident and the benefits of doing so.

10

Self-Confidence

BUILDING ACTIVITIES

- 1 HAVE A GOOD POSTURE
- 2 DRESS FOR CONFIDENCE!
- 3 ENGAGE WITH OTHERS
- 4 JOURNAL
- 5 SILENCE NEGATIVE THOUGHTS
- 6 PRACTICE POSITIVE THINKING
- 7 TRY SOMETHING NEW
- 8 TREAT OTHERS WITH KINDNESS
- 9 EXPAND YOUR KNOWLEDGE
- 10 STOP PROCRASTINATING

READ THE FULL ARTICLE AT
[SELF-BELIEVER.COM](https://www.self-believer.com)



- **Dress for success:** The way you dress can have a significant impact on how you feel and how others perceive you. Dressing professionally can boost your confidence and make a positive impression on potential employers.
- **Use power poses:** Stand tall, make eye contact, and use open body language to convey confidence. Research suggests that adopting power poses can boost your confidence and reduce stress.
- **Practice your pitch:** Being able to confidently articulate your skills, experience, and accomplishments is crucial in job interviews and networking. Practice your pitch until you can deliver it with ease and conviction.
- **Be prepared:** Research the company and the role you're applying for. Being well-prepared can help you feel more confident and make a better impression on the interviewer.
- **Take risks:** Don't be afraid to step outside your comfort zone and take on new challenges. Taking calculated risks can build your confidence and help you grow both personally and professionally.
- **Embrace failure:** Everyone makes mistakes, but it's how you handle them that matters. Embrace failure as an opportunity to learn and grow, and don't let setbacks knock your confidence.
- **Build a support network:** Surround yourself with positive, supportive people who believe in you and your abilities. Their encouragement can help boost your confidence and keep you motivated.
- **Practice self-care:** Taking care of yourself mentally, physically, and emotionally can help you feel more confident and resilient. Make time for exercise, rest, and activities that bring you joy and relaxation.



“As important as it is to have a plan for doing work, it is perhaps more important to have a plan for rest, relaxation, self-care, and sleep.”

— **Akiroq Brost** —

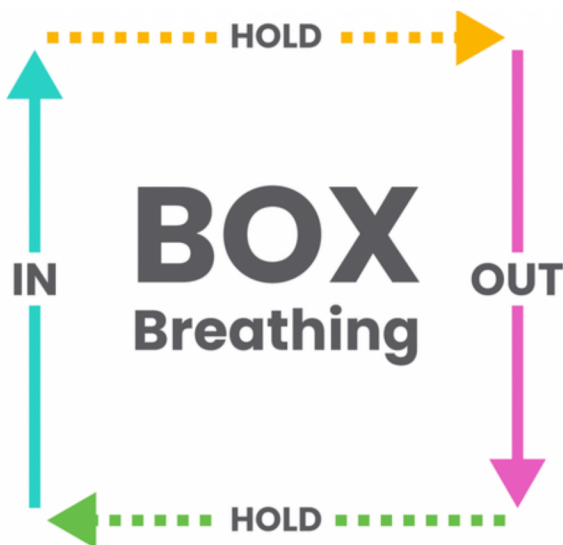
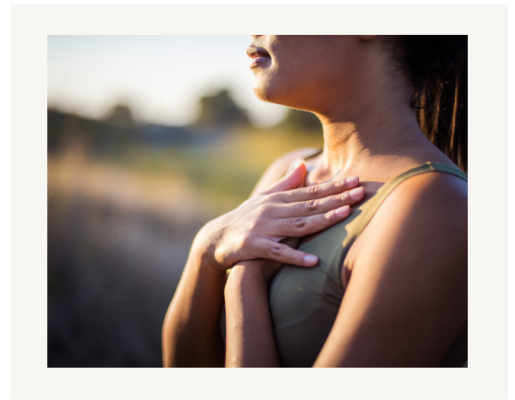
MINDFULNESS ACTIVITY



BOX BREATHING

Box breathing is a relaxation technique that involves taking deep, slow breaths while visualizing the shape of a box. It typically involves inhaling for a count of four, holding the breath for a count of four, exhaling for a count of four, and then holding the breath again for a count of four before starting the cycle over again.

This technique is believed to help reduce stress and anxiety by slowing down the heart rate and calming the mind



What other mindfulness techniques can you try?

MED-TEA-TATION

MINDFULNESS ACTIVITY

The Tea mindfulness activity helps you practice being fully present in the current moment while making and drinking a cup of tea. It can help you to relax, reduce stress, and increase your awareness of the present moment. Here's how to try it yourself!

1. Pick your favorite tea and your favorite mug.
2. Fill the kettle with fresh, cold water and set it to boil.
3. While waiting for the water to boil, take a few deep breaths and focus on the sound of the kettle.
4. Clear your mind of any distractions and bring your attention to your senses.
5. Once the water has boiled, pour it over the tea and let it steep for a few minutes.
6. Listen to the sounds and focus on the color of the water changing when it meets the tea.
7. As the tea is steeping, pay attention to how it looks, smells, and makes you feel.
8. Once ready, remove the tea bag and set it aside.
9. Hold the cup of tea in your hands and feel its warmth. Imagine the warmth traveling through your body.
10. Take small sips of the tea and focus on the taste and texture of the tea. Notice the flavors and how they change as you drink.
11. As you drink your tea, focus on your senses and stay in the present moment. If your mind begins to wander, gently bring your attention back to the tea.
12. Once you have finished your tea, take a moment to reflect on the experience and how it made you feel.



MINDFULNESS & RELAXATION

TIPS & TRICKS

Let's begin by clearing up a common misconception: mindfulness is not the same as meditation. While meditation is a tool to practice mindfulness, mindfulness itself is a state of being. It's about bringing your attention to the present moment and noticing your thoughts and feelings without judgment.

Now, you may be wondering why you should bother with mindfulness. Well, let me tell you - the benefits are numerous. Research has shown that practicing mindfulness can improve focus and productivity, reduce stress and anxiety, and even improve relationships.

But, let's be real, mindfulness can also be a bit daunting. Sitting in silence and focusing on your breath for an extended period of time? Not exactly the most exciting prospect. Luckily, there are plenty of ways to incorporate mindfulness into your day-to-day life.

The next time you're feeling overwhelmed at work, take a moment to pause and notice your thoughts and feelings without judgment. Maybe take a quick walk outside or practice some deep breathing exercises. By doing so, you'll be better equipped to handle the stressors of the day.

So, there you have it - the principles of mindfulness in a nutshell. Next time you're feeling frazzled, give it a try. Your future self will thank you.



Here are ten simple methods to practice mindfulness without having to meditate:


- Focus on your breathing patterns.
- Enjoy your meal without distractions.
- Take a mindful walk in nature.
- Tune in to your five senses.
- Engage in a creative activity.
- Practice active listening.
- Declutter your living space.
- Set aside time for self-reflection.
- Embrace your emotions without judgment.
- Take a break from technology and social media.
- Light a candle and focus on the flickering of the flame.

MY SELF-CARE BATTERY



THINGS THAT ENERGIZE AND THINGS THAT DRAIN

List tasks, activities, and people that fill you with positive energy and ones that drain your energy. Think of things for each domain.

		
SOCIAL	<i>I.E. Small group gatherings with close friends.</i>	<i>I.E. Large events in crowded venues.</i>
COGNITIVE		
PHYSICAL		
SPIRITUAL		
EMOTIONAL		
FINANCIAL		
PROFESSIONAL		
ENVIRONMENTAL		



BURNOUT PREVENTION

RECOGNIZE THE SIGNS AND PREVENT BURNOUT

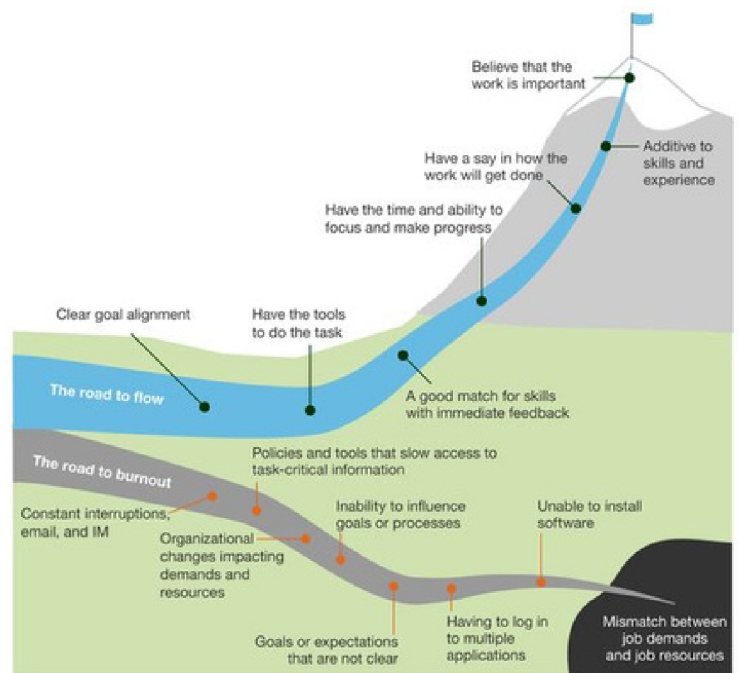
1. **Take breaks:** It's essential to take regular breaks throughout the day to recharge your batteries. Schedule short breaks every hour or so to stretch your legs, get some fresh air, or have a quick snack.
2. **Set boundaries:** It's crucial to set boundaries between your work and personal life. Avoid checking work emails or taking work calls after hours. This will allow you to disconnect and recharge your batteries.
3. **Prioritize self-care:** Taking care of yourself is essential to prevent burnout. Make time for exercise, meditation, or any other activity that helps you relax and unwind.
4. **Practice time management:** Time management is critical to prevent burnout. Break down your tasks into manageable chunks and prioritize them based on their importance. This will help you avoid feeling overwhelmed and allow you to focus on one task at a time.
5. **Seek support:** Don't be afraid to seek support from your colleagues, friends, or family. Talking to someone about your problems can help you gain perspective and prevent burnout.

Entering the workforce can be exciting, but it can also be overwhelming. The pressure to perform, succeed, and climb the corporate ladder can lead to burnout. Burnout is a state of emotional, physical, and mental exhaustion caused by prolonged stress. To prevent burnout, here are some strategies you can use at work and in your daily life.

FORRESTER RESEARCH | INFRASTRUCTURE & OPERATIONS PROFESSIONALS

The Fork In The Road To Flow Or Burnout

A Crisis Of Attention: Technology, Productivity, And Flow

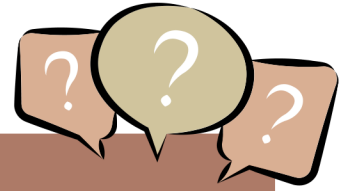


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Source: Forrester Research, Inc.

Remember, taking care of yourself is not selfish; it's necessary to maintain your well-being and achieve success in the long run.

Burn-out Prevention



QUESTIONS FOR REFLECTION

What specific tasks or responsibilities are causing me the most stress?

Am I prioritizing my workload effectively? If not, what changes can I make?

Have I communicated my concerns or workload with my supervisor or colleagues?

Have I set realistic goals and expectations for myself?

Have I been taking care of myself outside of work? (e.g. exercise, hobbies, socializing, getting enough sleep?)

Have I identified any negative thought patterns that may be contributing to my stress?

What steps can I take to create a more manageable work-life balance?



TYPES OF SELF-CARE

CARING FOR WHOLE SELF



As you enter the workforce, it is important to prioritize self-care to maintain your physical, mental, and emotional health. Here are eight types of self-care and tips on how to incorporate them into your work and home life.

Incorporating self-care into your daily routine can be challenging, but it is essential for your overall well-being. Start small by incorporating one or two types of self-care into your routine, and gradually add more as you become comfortable. Remember, taking care of yourself is not selfish, it is necessary for a healthy and fulfilling life.



Physical self-care:

Taking care of your body. Get enough sleep, eat a balanced diet, exercise regularly, and take breaks throughout the day to stretch your muscles.

Emotional self-care:

Taking care of your emotions. Practice mindfulness, journaling, or talking to someone you trust about how you are feeling.

Social self-care:

Nurturing your relationships. Make time for friends and family, join a group with similar interests, or volunteer in your community.

Intellectual self-care:

This involves engaging your mind. Read books, take classes, or learn a new skill that interests you.

Spiritual self-care:

This involves connecting with your beliefs and values. Practice meditation, attend religious services, or spend time in nature.

Environmental self-care:

This involves taking care of your surroundings. Keep your living and work spaces clean and organized, go for a walk outside, or add some plants to your space.

Occupational self-care:

This involves finding meaning and satisfaction in your work. Set achievable goals, take breaks when needed, and make time for hobbies outside of work.

Financial self-care:

This involves taking care of your finances. Create a budget, save money, and seek professional advice if needed.

TYPES OF SELF-CARE

& HOW TO PRACTICE THEM

SOCIAL



- Spend time with friends and family
- Volunteer
- Play a game
- Call a loved one
- Take a break from social gatherings
- Listen to a podcast
- Send a message to a friend

PHYSICAL



- Get enough sleep
- Stay hydrated
- Practice good hygiene
- Stretch
- Go for a walk
- Eat healthy foods
- Go for a massage
- Get enough sun
- Exercise

ENVIRONMENTAL



- Spend-time in nature
- Sensory stimulation
- Put soothing music on
- Organize / declutter
- Light a candle
- Use aromatherapy
- Make your bed
- Sit in the sun

EMOTIONAL



- Treat yourself
- Talk about it
- Use self-soothers
- Do something you love
- Listen to music
- Do something creative
- Go for a walk
- Take a bubble bath
- Write about it

FINANCIAL



- Make a budget
- Set financial goals
- Stay on top of your bills and payments
- Track monthly expenses
- Save money for experiences
- Donate or sell things you don't need anymore

COGNATIVE



- Learn a new skill
- Learn a new language
- Do a puzzle
- Read a book
- Watch a documentary
- Have a stimulating discussion
- Play chess

PROFESSIONAL



- "Unplug" from social media
- Disconnect from your inbox
- Simplify your schedule
- Take a day off / vacation
- Take breaks
- Set boundaries
- Work on projects that energize you.

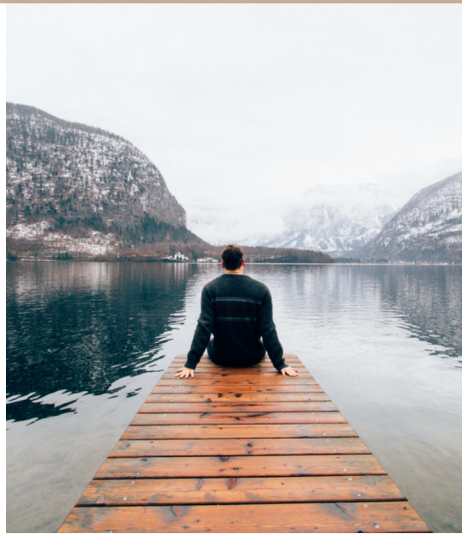
SPIRITUAL



- Meditate
- Do yoga
- Practice gratitude
- Reflect on your values
- Practice mindfulness
- Take a bath
- Light a candle
- Practice faith

SELF CARE

for the soul



WHERE TO START?

Taking care of your soul is just as important as taking care of your body and mind. In today's fast-paced world, it's easy to neglect our spiritual and environmental well-being. However, prioritizing spiritual wellness can lead to a more fulfilling and balanced life.

Spiritual self-care involves connecting with your inner self and finding meaning and purpose in life. Environmental self-care involves connecting with nature and finding peace and calm in your surroundings. Both are essential for your overall well-being. One way to care for your soul is to spend time in nature. Whether it's a walk in the park, a hike in the mountains, or a day at the beach, being in nature can help ground you and provide a sense of peace and calm. Use your senses to fully experience your surroundings. Feel the sun on your skin, listen to the sound of the waves, smell the fresh air, and take in the beauty of your surroundings.

Another way to care for your soul is to prioritize rest and relaxation. Set aside time each day to do something that brings you joy and helps you unwind. This could be reading a book, taking a bath, or practicing yoga.

Practicing gratitude is also an effective way to care for your soul. Take time each day to reflect on what you're grateful for and write it down in a journal. This can help shift your focus from what you don't have to what you do have, leading to a more positive outlook on life.

Prioritizing spiritual and environmental self-care can lead to a more fulfilling and balanced life. Taking time to care for your soul can help you feel more grounded, peaceful, and connected to yourself and the world around you. So, make sure to set aside time each day to care for your soul and prioritize your spiritual wellness.

SELF-CARE

For the Body

Prioritizing Physical Self-Care: Tips for Making Time to Care for Your Body

As we go about our busy lives, it can be all too easy to neglect our physical well-being. We prioritize work, family, and other obligations, often at the expense of our own health. However, taking care of our bodies is essential for maintaining overall health and wellness. Here are some tips for making time to care for your physical well-being:

1. **Start small:** Even the smallest actions can make a big difference. For example, taking a few minutes to stretch in the morning or going for a short walk during your lunch break can help you feel more energized and focused throughout the day.
2. **Make it a habit:** Incorporating physical self-care into your daily routine can make it easier to stick to. Consider setting a specific time each day for exercise, meditation, or other self-care activities.
3. **Find activities you enjoy:** Physical self-care doesn't have to be a chore. Choose activities that you enjoy, whether that's dancing, hiking, swimming, or yoga. When you're doing something you love, it won't feel like a burden.
4. **Get enough sleep:** Sleep is essential for physical and mental health. Make sure you're getting enough rest each night by sticking to a consistent sleep schedule and creating a relaxing bedtime routine.
5. **Take care of your skin:** Taking care of your skin is not only good for your physical health, but it can also boost your confidence and mood. Simple actions like washing your face, moisturizing, and wearing sunscreen can make a big difference in how you feel.

Prioritizing physical self-care can have a positive impact on all areas of your life. Not only can it improve your physical health, but it can also boost your mood, reduce stress, and increase your overall sense of well-being. So take the time to care for your body - you deserve it!





In today's fast-paced world, it's easy to get caught up in the hustle and bustle of daily life and forget to take care of our mental and emotional well-being. However, prioritizing cognitive and emotional self-care is essential for leading a happy, healthy, and fulfilling life.

Taking care of your mental and emotional well-being can help you manage stress, improve your mood, boost your self-esteem, and enhance your overall quality of life.

Making time to care for your mental well-being is essential for leading a happy and fulfilling life. Prioritizing cognitive self-care can help you reduce stress, improve your mood, and enhance your overall wellness. It's like going to the gym, but for your brain.

One way to care for your mental health is through cognitive stimulation. This can involve learning a new skill, reading a book, or even playing a brain game. These activities challenge your brain and keep it engaged, which can help prevent cognitive decline and keep your mind sharp.

Strategic thinking is another way to care for your mental well-being. By analyzing situations and considering multiple solutions, you can improve your problem-solving skills and decision-making abilities. This can help you navigate difficult situations with greater ease and confidence.

Working your "mental muscles" is also important. Just like physical exercise, mental exercise can help you build resilience and cope with stress. This can include practices like mindfulness meditation, journaling, or even talking to a therapist.

Incorporating these practices into your daily routine can have a profound impact on your mental well-being. Try setting aside time each day to engage in cognitive stimulation, strategic thinking, or mental exercises. Whether it's 10 minutes or an hour, prioritizing your mental health is an investment in your overall wellness that will pay dividends for years to come.

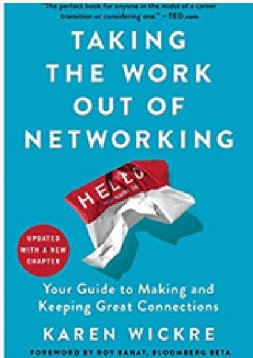
SELF-CARE

For the Mind



RESOURCE LIBRARY

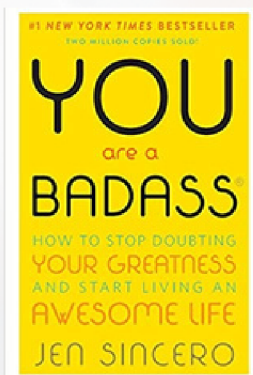
WANT TO KEEP LEARNING? HERE ARE A FEW RECOMMENDATIONS TO GET YOU STARTED.



TAKING THE WORK OUT OF NETWORKING

BY: ANDREA POMERANTZ LUSTIG

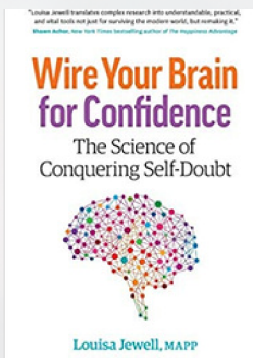
Networking has garnered a reputation as a sort of necessary evil. Some people relish the opportunity to boldly work the room, introduce themselves to strangers, and find common career ground—but for many others, the experience is awkward, or even terrifying. The common networking advice for introverts are variations on the theme of overcoming or “fixing” their quiet tendencies. But Karen Wickre is a self-described introvert who has worked in Silicon Valley for thirty years. She shows you how to embrace your quiet nature and “make genuine connections that last, that we can nurture across the world for all kinds of purposes” (Chris Anderson, head of TED).



YOU ARE A BADASS

BY JEN SINCERO

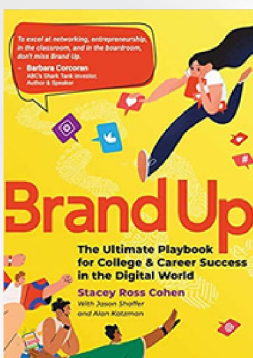
In this refreshingly entertaining how-to guide, #1 New York Times Bestselling Author and world-traveling success coach, Jen Sincero, serves up 27 bite-sized chapters full of hilariously inspiring stories, sage advice, easy exercises, and the occasional swear word. If you're ready to make some serious changes around here, You Are a Badass will help you: Identify and change the self-sabotaging beliefs and behaviors that stop you from getting what you want, blast past your fears so you can take big exciting risks, figure out how to make some damn money already, learn to love yourself and others, set big goals and reach them - it will basically show you how to create a life you totally love, and how to create it NOW!



WIRE YOUR BRAIN FOR CONFIDENCE: THE SCIENCE OF CONQUERING SELF-DOUBT

BY LOUISA JEWELL

Do you ever wonder why you are confident in some areas of your life, yet in other areas you have so much fear and self-doubt? The good news is scientists have discovered the formula for how you can wire your brain for a more action-oriented kind of confidence that boosts your courage to act, even when you're feeling afraid. In this approachable and game-changing guide, positive psychology expert Louisa Jewell shows that adopting a resilient mindset will enable you to show up as your best self at home and in the workplace.



BRAND UP: THE ULTIMATE PLAYBOOK FOR COLLEGE & CAREER SUCCESS IN THE DIGITAL WORLD

BY ALISON LUMBATIS

Brand Up is the modern playbook that equips teens with strategies and tools to succeed in high school, college, and their first job. It's packed with sage advice, practical tips and templates, in-depth skill-building guidance for networking, interviewing, entrepreneurship, and social media. It's essential to stand out in our increasingly connected, cluttered, and competitive world. Any teen would be remiss not to read Brand Up—no other workbook on the market helps readers build a positive personal brand and digital footprint, along with real-life skills, early on.

WORKSHEETS

RESOURCES & HANDOUTS



“Keep good company, read good books, love good things, and cultivate soul and body as faithfully as you can.”

— Louisa May Alcott

SKIN CARE ROUTINE

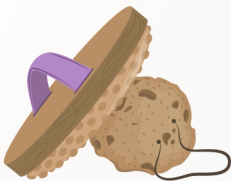
BY FOLLOWING THESE STEPS, YOU CAN HELP TO KEEP YOUR SKIN LOOKING HEALTHY AND GLOWING.

A good face care routine should be tailored to your individual skin type, as everyone's skin is different and will respond differently to certain products and treatments. Generally, however, a good face care routine should include the following steps:



CLEANSE

Begin your routine by using a gentle cleanser to remove dirt, oil, and makeup. This should be done twice a day, in the morning and at night.



EXFOLIATE

Use an exfoliating scrub or treatment 2-3 times a week to help remove dead skin cells, and promote healthy cell turnover.



TONE

Toning helps to balance your skin's pH levels, and can help to reduce redness and irritation. Use a toner that is suitable for your skin type.



MOISTURISER

After cleansing and toning, apply a moisturizer to help keep your skin hydrated and nourished.



PROTECT

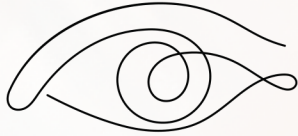
Wear sunscreen with SPF 30 or higher every day, even on cloudy days, to protect your skin from harmful UV rays.



HOW THE 5 SENSES

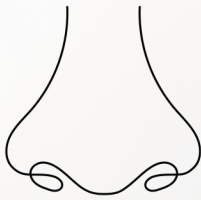
CAN HELP GROUND YOU WHEN FEELING STRESSED

Grounding yourself with your 5 senses is an effective and simple way to reduce stress and refocus. Here is a step-by-step guide on how to do it:



SIGHT

1. Start with your sense of sight. Look around the room you are in and identify 5 objects that you can see. Focus on their individual shapes, sizes, colors, and textures.



SMELL

2. Then, use your sense of smell. Identify 3 scents that you can smell in the room such as a candle, flowers, or food. Take a deep breath in and out and focus on the aromas.



HEARING

3. After that, move on to your sense of hearing. Identify 3 sounds that you can hear in the room. This could be the ticking of a clock, the sound of the wind outside, or the hum of a fan. Listen to each sound and how it changes.



TOUCH

4. Next, use your sense of touch. Identify 3 textures that you can feel in the room. Maybe it's the fabric of a couch, the smoothness of a table, or the softness of a blanket. Focus on the sensation of each texture and how it feels against your skin.



TASTE

5. Finally, use your sense of taste. Identify 3 flavors that you can taste in the room. This could be a cup of coffee, a piece of candy, or even the air. Focus on the flavors and how they combine.

Once you have identified each of the 5 senses, take a few moments to appreciate the experience. By focusing on the details of your environment and the sensations that you are feeling, you can help ground yourself and reduce stress.



My Ultimate Coping Playlist

Make your perfect coping playlist by giving this challenge a try!



<p>Songs to improve your mood</p>	<p>A song that stays stuck in your head when you hear it.</p>	<p>A song you know all the words to.</p>	<p>Your favorite song from a movie.</p>
<p>Pump up power Songs</p>	<p>A song that represents freedom.</p>	<p>A song that you'd listen to to fall asleep.</p>	<p>A song that makes you feel pumped up.</p>
<p>Comfort Songs</p>	<p>A song that reminds you of a good memory.</p>	<p>A song that reminds you of someone you care about.</p>	<p>A song that reminds you of someone who cares about you.</p>
<p>Feel Good Songs</p>	<p>A song that makes you feel safe.</p>	<p>A song you find inspirational.</p>	<p>Your go to positivity song.</p>
<p>Match Your Mood Songs</p>	<p>A song that matches your vibe when you feel anxious or worried.</p>	<p>A song that matches your vibe when you feel annoyed or angry.</p>	<p>A song that matches your vibe when you feel sad or afraid.</p>

MY NOT TO DO LIST

LIST ALL OF YOUR BIGGEST DISTRACTIONS IN THE "EVERYTHING ON MY PLATE" BOX, AND THEN CATEGORISE THEM IN THE BOXES ON THE RIGHT.

EVERYTHING ON MY PLATE

OTHER PEOPLE'S
RESPONSIBILITIES

STUFF THAT'S OUT OF MY
CONTROL

STUFF THAT DRAINS ME

STUFF THAT DOESN'T NEED TO
GET DONE

DAILY SELF CARE

S M T W T F S

MOOD:



“ ”

TODAY'S GOALS



WEATHER:



REMINDER TO:



EXERCISE:



TOTAL MINUTES:	
TOTAL STEPS:	

TODAY'S APPOINTMENTS:

TIME:	EVENT:

THINGS TO GET DONE TODAY:

WATER INTAKE:



MEAL TRACKER:

BREAKFAST:	LUNCH:
DINNER:	SNACKS:

TO CALL OR EMAIL:

MONEY TRACKER:

MONEY IN:	FROM:
MONEY OUT:	FOR:

TODAY I AM GRATEFUL FOR:

NOTES:

FOR TOMORROW:

Learning from YOUR ACTIVITY LOG

Activity Logs are useful for analyzing how you use your time. They help you track changes in your alertness and effectiveness. They also help you eliminate time-wasting activities, so you can be more productive.










Date	Activity	How I Feel	Value (High, Medium, Low)

Once you're done with your activity logs, boost your productivity by applying these actions:

- Eliminate or delegate low-value activities (activities that drain your energy)
- Schedule challenging tasks for when you're at your best
- Minimize the number of times you switch between types of task

SELF - CARE

EVERYDAY TOOLS THAT SOOTH

	STRESS RELIEF TOYS	Fidgeting with a stress relief toy can help reduce stress and anxiety. Invest in some stress relief balls, cubes, and other toys to help keep your hands busy.
	EXERCISE EQUIPMENT	Exercise is one of the best ways to reduce stress. Invest in some basic equipment such as a treadmill, jump rope, yoga mat, or weights to help you stay active and reduce stress.
	A JOURNAL	A great way to express yourself and reflect on your thoughts and emotions.
	A CANDLE	Aromatherapy can help you relax and destress. Focusing on the flame and smells of the candle is a great way to practice mindfulness.
	HEADPHONES	Listening to music or audio books can help relax and reduce stress. Invest in a good pair of headphones to get the most out of your listening experience.
	HERBAL TEA	A cup of herbal tea can help reduce stress and provide a calming effect. Buy herbal teas such as chamomile and lavender to help you relax.
	PLANTS	Adding plants to your home can help reduce stress and provide a calming atmosphere. Invest in some low-maintenance plants such as succulents, cacti, and air plants.
	SENSORY TOOLS	Sensory tools such as weighted blankets, candles, massage tools, calming music, and colour-changing lights can help reduce stress by providing a safe and comfortable environment.
	ADULT COLOURING BOOKS	Colouring is a great way to reduce stress. Invest in some adult colouring books and coloured pencils to help you relax.

30-DAY SELF-CARE *Challenge*

DAY 1	DAY 2	DAY 3	DAY 4	DAY 5
Go on a Leisurely Walk Alone	Declutter	Create a Vision Board	Spend Time With Someone You Love	Start a New Inspiring Book
DAY 6	DAY 7	DAY 8	DAY 9	DAY 10
Get a Massage	Detox From Social Media	Do a Random Act of Kindness	Hydrate with 8 Glasses of Water	Commit to a Day of Eating Healthy
DAY 11	DAY 12	DAY 13	DAY 14	DAY 15
Try Something New	Find a Quiet Spot and Read	Get an Extra Hour of Sleep	Create a Fitness Goal	Meditate for 10 Minutes
DAY 16	DAY 17	DAY 18	DAY 19	DAY 20
Create a Morning Routine	Unplug for 12 Hours	Do Something Spontaneous	Skip the Added Sugar	Write 3 Intentions for Yourself
DAY 21	DAY 22	DAY 23	DAY 24	DAY 25
Create a Bedtime Routine	Start Your Day With Gratitude	Identify Three Stressors	Send a "Thank You" Note	Engage in Self-Reflection
DAY 26	DAY 27	DAY 28	DAY 29	DAY 30
Take a Personal Day	Call a Friend	Give Yourself a Facial	Watch the Sunset or Sunrise	Make a Wish

20 WARNING SIGNS YOU'RE BURNED OUT AT WORK

1. Setting your alarm too early so that you can use the snooze button.

The signs of job burnout can start first thing in the morning. For example, if you're so tired that you hit snooze over and over and then feel frantic and late when you wake up.



2. Being depleted after work.

Consistently **lacking the energy** after work to do regular things like cook, go to the gym, or spend time with your family is not a good sign.



3. Inconsistent sleep patterns.

Often, people who are over-stressed at work **will lose sleep** over something they did (or didn't do) at work.



4. Feeling liberated after a Friday at work.

You know you're really stressed when you truly **feel like you've been freed** when the weekend rolls around.



5. Explaining your job with "fine."

An obvious sign of burnout comes when family and friends ask you about your job, and whether it's new or you've been there for a while, you simply respond with **one-word responses** like "fine."



6. Constantly being asked about your feelings.

Do your coworkers often approach you because they're worried that you're struggling or down on yourself? This is a signal that others are **picking up on your misery**.



7. Not spending time with coworkers.

Burnt out employees tend to shy away from companywide lunch events or happy hours because they've **lost interest in building their network**.



8. Living like a vampire.

Arriving before dawn and leaving well into the evening is stressful on its own. Being **forced to work** these hours can make the problem worse.



9. Dreading every Monday.

Similar to only looking forward to Friday night, **absolutely dreading Mondays** can signal that you're burning out.



10. Fantasizing about quitting.

Moving to a new job for a higher salary or better hours is one thing, but **fantasizing about simply quitting** is on the other end of the spectrum.



11. Not wanting to explain your job to people.

"What do you do for a living?" is a common question at cocktail parties, but it likely **becomes annoying** to someone who is sick of their job.



12. Disregarding how you treat coworkers or customers.

If you're planning to quit or you're just sick of **dealing with the same people** every day, it may be reflected by how you treat your coworkers.



13. Forgetting your last accomplishment at work.

Not remembering the last time you felt **satisfied or accomplished** at work can signify the development of job burnout.



14. Constantly feeling overwhelmed.

Stress at work is inevitable, but every moment **shouldn't be stressful**. There are simple methods that can help.



15. Rarely feeling like you're progressing.

A lack of progress or **feeling like you're stuck** is likely a sign that it's time for a new job (or at least a vacation).



16. Being cynical.

Once you lose interest in the company and **stop caring about helping it**, you can become a liability.



17. Frequently losing your temper.

Stress can lead to temper tantrums and you may seek relief in **exploding** on those around you.



18. Over-complaining to your partner.

There's no doubting that venting can help, but your problems at work shouldn't consistently **become the problems** of your significant other or your close friends.



19. Dreading a new job search.

Even if you know it's time for a new job, if you're over-stressed there's a chance you won't even **take the time to look**.



20. Noticing coworkers are hesitant around you.

If you notice that your coworkers are **walking on eggshells** around you, that's a clear sign that you're becoming difficult to work with.



SOURCES: Bill Fanning; Social Psychiatry and Psychiatric Epidemiology.

BUSINESS INSIDER

facebook ²⁵ Do's and ⁶ Don'ts

Before you post

DO

Update FB cover photo monthly.

Look for news, trends and relevant hashtags to incorporate into post content.

Ensure FB profile image and cover photo are clearly visible on mobile devices.

Consider whether the Facebook Events feature could be used for this post.

Decide whether this post should be "pinned" to the top of the FB page.

Ensure this post's content aligns with your overall content strategy.

DON'T

Don't use content, images or video that don't comply with your company's social media policy.

When you post

DO

Post 1-3x daily.

Check post grammar and spelling.

Keep posts brief - less than 10 words if possible.

Use at least one image in each post.

Upload a relevant video to Facebook for the post.

Use 1-2 hashtags in each post.

Use a friendly tone of voice that connects with your audience.

Include a call-to-action.

Ask a question.

Use a poll, survey or quiz to engage your audience.

Sign posts when possible. Use a first and/or last initial e.g. -R or -RA.

Include a URL or link to more information.

@mention other people or FB pages.

DON'T

Don't use acronyms or abbreviations unless necessary.

Don't share or ask for personally identifiable information.

Don't post images or video of real people without their written consent.

After you post

DO

Boost posts that get lots of shares and likes (more than usual).

Test scheduling and posting for optimal engagement times of day and week.

Monitor your page and posts for comments, questions or reviews.

Respond to reviews, comments and questions quickly.

Take complaints offline.

Measure post results.

DON'T

Don't engage in an argument online.

Don't deal with complaints publicly.



Email: info@allpryme.com | Website: www.allpryme.com

DIGITAL WELLBEING SCALE

Digital Wellbeing Scale explores the level of your digital wellbeing based on your:

- past and present digital experiences,
- current feelings and attitudes about digital technologies,
- opinions about the impact of tech on mental health,
- regularity of managing digital tools, online content and online communication,
- external support and education about digital wellbeing,
- ability to actively manage your digital wellbeing.



3

THRIVING

- advocates digital technology, literate & critical
- pro-actively improves digital habits for wellbeing



2

WELL

- uses digital tools in many areas of life effectively
- appreciates benefits and manages risks



1

OK

- uses digital effectively but automatically, follows trends, sees some benefits and some risks



0

DISCONNECTED

- no opinion, no experience or no digital literacy
- has no access to digital technologies, feels left out



-1

UNEASY

- overwhelmed, lost voice, uses tech a lot, has negative opinions based on myths or one experience



-2

UNWELL

- overloaded, unhappy, tired, fed up
- expected to use tech, but does not like it



-3

STRUGGLING

- alone, scared, hurt, addicted, abused, bullied online
- hates tech, cannot stop using it or suffers otherwise



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NOTES

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Thank You!

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The journey begins with **you.**

