



Sample Activities Pack

User Guide

The WellBeing Reset entails experience-based concepts and unexplored 'mind hack' techniques that teach people how to get well, develop the life skills to stay well and enrich their lives for good.

Some things must be experienced to be understood and learned. No amount of marketing materials can adequately convey how this program works, which is why it's essential to sample it first-hand. It takes a bit of effort because that's what it takes to work.

Thank you for your interest to know more.



Risk-Free Learning



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COURSE SAMPLES

(Not for External Use)

See Demo: WBreset.com

MODULE I: MINDSET RESET

Perception

- **Sample: Perception Snapshot**

Just because something seems real doesn't make it true. The meaning we assign things can be very subjective, judgmental and totally inaccurate.

Earned Confidence

- **Sample: Fiction Filter**

Knowing we've overcome all else proves that we are fully capable of coping in real-time. Learn how to outsmart uncertainties like worry, anxiety and making false assumptions.

Winning the Battle Within

- **Sample: Self Kindness Internalizer**

What makes steady self-improvement so elusive? Discover the keys to let go of past baggage, tame one's inner voice and gain total clarity for growth.

MODULE II: WELLNESS RESET

Mood Health

- **Sample: Burnout Reliever**

Explore facets of mental well-being. Build your resilience. Learn how to support others. Create a personalized action plan to live more healthfully.

Being a Life Athlete

- **Sample: Problem Preventer**

Care for your physical, mental, emotional and spiritual wellbeing. Treat yourself right, avert problems, manage stress and achieve life-work balance.

Energy Management

- **Sample: Time-to-Energy Shifter**

Assess your personal energy and productivity. Take more intentional actions. Engage with others more mindfully. Eliminate the unnecessary.

MODULE III: MINDFULNESS

- **Sample: Mindfulness Magnifier**

Once all mindfulness activities are experienced first-hand, it's time to compare and rate each to keep experimenting and practicing.

Some participants may prefer to continue to hone their sensory observations while others may enjoy a change of scenery or audio-guided explorations with gratitude and joy. To each their own.

OPTIONAL: SOCIAL LEARNING • **Sample: Mindset Discussion Guide**

Discussion Guides are provided as an option for facilitators to help reinforce the learning experience. Similar to a book club, team "pods" of 3-5 members set their own pace with 2-4 sessions to share their perspectives. This adds accountability, increases retention and improves practical training as part of a fun team-bonding experience.

LASTING IMPACT

Created and presented by Matt Zinman, author of "Z-isms: Insights to Live By," the Mindset Reset program features innovative, interactive and insightful content with all-original concepts that are simple, practical, powerful and actionable to improve daily life.

EMPLOYER BENEFITS

This program inspires professionals to pursue their lives with greater clarity, purpose and passion. The interactive learning experience helps cultivate the mindset and habits for employees to think, feel and perform at their best. The result: a transformation that meets organizational goals.

- ▶ Reinforces employer commitment to be caring and value employees
- ▶ Supports retention initiatives to reduce attrition and cost-per-hire
- ▶ Promotes total individual wellbeing
- ▶ Relieves burnout and related fatigue
- ▶ Connects hybrid workers and teams through shared experiences
- ▶ Holistic training approach to improve overall human abilities and productivity
- ▶ Targets foundational skills gaps



"Beyond the book, the WellBeing Reset embodies the best of everything I've come to know in 30+ years of my various professional and personal experiences.

"I believe this to be the most practical, transformative and enduring human enrichment program anywhere."

- Matt Zinman



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MINDSET RESET



PERCEPTION SNAPSHOT [EXTERNAL]

“Just because something feels real does not make it true”

How’s Life? **Perception is reality.** Little else has a greater impact on how we live our life at any given time or overall. In contrast to your Internal Snapshot of your character traits, let’s explore perception with how you interpret and understand your external experiences.

While perception is the primary filter in our window to the world, what appears obvious is our actual situation. What is that anyway? How full is your glass?

Personality traits, behaviors and our disposition surely play a major role. There’s something to be said about the power of positive thinking and being mindful about staying in the present. Then again, there’s the state of our Mood Health. Could brain chemistry be the biggest difference in how we perceive the world around us?

We can perceive the same set of life circumstances very differently on any given day.

ACTIVITY I: CHOOSE POSITIVE OR NEGATIVE (TIME: 3-5 MINUTES)

How are you right now? Let’s take a **Perception Snapshot** with the grid below. Feel free to alter it to better align with your life priorities. Then simply go down the list and decide whether to mark each category with a plus or minus sign. The challenge is choosing.

LIFE PRIORITIES	POSITIVE (+)	NEGATIVE (-)
Basic Needs Met		
Personal Health		
Romance		
Family / Kids		
Friends		
Finances		
The Job		
Boss/Coworkers		
Work-Life Balance		
Personal Development		



MINDSET RESET



PERCEPTION SNAPSHOT

[EXTERNAL]

ACTIVITY 2: EXPERIENCE GRATITUDE (TIME: 2 MINUTES)

Take two. You've just stopped all the moving parts in your life. If you've somehow chosen everything to be in the positive column, that's tremendous!

Hopefully, at the very least, you can maintain and feel good about having your basic needs met and that you and all your loved ones remain healthy. If that's the case, then isn't everything else just circumstantial? Before answering that, take two minutes to isolate everything in the positive column and just feel grateful for the good things in life. Nothing is too small or insignificant. Use the timer on your phone. Set it for two minutes and stay focused on the task at hand.

ACTIVITY 3: PUT PERCEPTION INTO CONTEXT (TIME: 3-5 MINUTES)

Begin by being proud of yourself for following through on that gratitude practice exercise. It's far from the last one.

It's also more than likely that 1 or more life priorities are less to your liking. Consider yourself normal! Now put things into context in terms of true severity of each priority,

- 1) Is the situation really all that bad?
- 2) Can this situation improve?
- 3) Do you know what and how long it will take to shift the answer to the positive column?
- 4) Will you make it through this? Is this truly permanent?

Could it be as simple as making a conscious decision to shift your perceptions? Are these things really all that bad? You might find it helpful to rate and rank each one. Can you see some light at the end of the tunnel? Is it an accurate statement to say that this too shall pass? If certain stressors truly are what they are, to what degree can you improve your coping skills? Take heart. Today will be soon be in your review mirror. Tomorrow can bring a fresh start. Put your mind to it and see what happens.

Take note: you've already overcome the many other challenges throughout your life, so it stands to reason that's still the case. Sometimes there's no other way but through. What's the best route to take?



MINDSET RESET



EARNED CONFIDENCE FICTION FILTER

“An ability available to you right now can become a powerful life skill to defeat uncertainties, handle daily challenges and navigate future adversities”

As your Earned Confidence Inventory enables you to embrace this concept and allow it to sink in, you’ll begin to access and convert this power into something more tangible and entirely practical.

Before continuing with our next activities, it will help to take a moment and consider what distinguishes Earned Confidence from self-confidence. The easy place to start is to compare definitions.

Confidence is *a belief-based character trait*. It’s something we strive to build and boost. But it can seem elusive at times and vary greatly, which makes it more challenging to harness and sustain.

In contrast, Earned Confidence is *a proven ability to know one is fully capable to cope with what happens in real time because they’ve already overcome all else*. And, given that it’s based on established facts, Earned Confidence is tangible and unwavering. *With practice*, it can become a powerful life skill to prevail over negative life experiences and avoid unnecessary ones.

Putting your Earned Confidence into action goes well beyond defeating worry. It can quell other uncertainties while simultaneously diminishing true hardships by:

- Outsmarting your anxiety, fears and doubts
- Eliminating assumptions, negativity and stress; and
- Easing the difficulties you face now and those yet to come

Through it all, it enables you to trust your gut because you ALWAYS HAVE the Earned Confidence to KNOW: You CAN and WILL Handle anything - No Matter What!

Was that adequately emphasized?



MINDSET RESET



ACTIVITY 1: FICTION FILTER (TIME: 5-10 MINUTES)

Thoughts run amok. Let's say you actually "catch" yourself in the thick of it. Whether you're worried, anxious, doubtful, fearful or in a loop of assumptive thinking, it's time to get logical. Let's imagine Earned Confidence in a physical form. Let's call it a "fiction filter." If you need an assist, use an actual or imaginary colander to be your thought strainer. Allow these thoughts to flow through as you consider whether they're fact or fiction.

When concerns come to mind, call them out with this Fiction Filter. Use it as a decision engine powered by your Earned Confidence. For training purposes, choose a single worry. Then go through this process again to challenge an assumption.

Here's where we take the Worry Stopper to the next level. You've confirmed your worry thought as something that's not happening right now.

- 1) **Ask:** does it relate to the past or future?
- 2) If your worry thought is set in the future, ask: is it imminent and/or inevitable? If not, you know these are confirmed uncertainties.
- 3) If it relates to past events, acknowledge that the past doesn't do you many favors and rehashing something is almost always unproductive.
- 4) However, there are still two reasons why you're not "tormenting" yourself... at least not yet. One is prevention and the other is preparation. Keep using your Fiction Filter -

Ask: How possible is it to prevent? If preventable, how?

Ask: How likely is it to happen?

Ask: How necessary is it to prepare for something not certain to happen?

Using your foresight, decide if it's worth it to do anything now to be better prepared to handle it. Some call this contingency planning. If worthwhile, what actions are necessary?

Now use your Fiction Filter about a false assumption. This could be anything from thinking someone thought less of you for something you did or will do to how a forthcoming situation will turn out. It may be borne out of doubt, self-consciousness or even jealousy.

Is your thought a certainty? How likely is it true? Can you do anything about it? Can you give yourself or someone else the benefit of the doubt?



MINDSET RESET



ACTIVITY 2: FICTION FILTER PT.2 (TIME: 5-10 MINUTES)

Keep going. Do the same to confront a doubt and/or fear. How valid is it? What's the worst that can happen if you push through it? What would you do if that came to be?

Is the potential regret of not doing something worse than the consequences of trying and the worst outcome? Fully think this through. Potential regrets are powerful motivators!

Let's say this applies to your being terrified of posting videos on social media. What if you did it anyway and you weren't as polished as you'd like. Will someone judge you poorly? Who might that be? How much do you really care if they do? How would you even know? It sounds more like an assumption than a fact!

ACTIVITY 3: NOT SWEATING THE SMALL STUFF (TIME: 2 MINUTES)

Let's say your Fiction Filter reveals something as fact or something that was uncertain to happen and then it actually does. Maybe you tried to prevent it. Maybe you decided it was worthwhile to prepare for it. In any case, when having to deal with actualities, consider:

- 1) Do you have the option to ignore it?** Or can you at least let the thought pass or incident roll off your shoulders? Or, must you deal with it?
- 2) If you have the choice, then try not to sweat the small stuff.** If there's something negative to let go, then let it go. Tormenting yourself unnecessarily isn't worth it.

ACTIVITY 4: 20/20 VISION SCAN (TIME: 5 MINUTES)

And then there are the times when you fail to catch a worry thought or false assumption until it's too late. That means your actions or inactions have consequences. That's called being human. But it also presents the opportunity to break negative habits and strengthen your Earned Confidence as a reliable life skill.

Take stock of these consequences so you can remind yourself the next time how you got something wrong. Your 20/20 Vision Scan could reveal that you didn't just torment yourself about a worry or assumption, you also involved and negatively impacted others. Did you cry on someone's shoulder for no good reason? Did you get into a "phantom argument" based on a false assumption or lack of trust?

Deal **ONLY** with what's real and sensible. This is THE mindset for you to adopt as a grounding principle in daily living. Keeping your Fiction Filter handy at all times can help!



MINDSET RESET



SELF-KINDNESS INTERNALIZER

“Be nothing less than kind to yourself”

In case it somehow slipped your mind, you began Winning the Battle Within by making a blood pact with yourself to be nothing less than kind to yourself. Ok, you can skip the blood part as long as you agree that doing so in no way diminishes the importance of making and keeping this promise (or at least doing your best to try).

There’s a pretty good reason why self-kindness is the very first of the 8 Facets of Happierness. Sure, it “definitively enables you to release all your past baggage,” thereby deciding to no longer dwell on past negativity or even rehash recent events. And, in doing so, self-kindness empowers you to have greater presence and, with it, an enriched life.

As vital as that clearly is, there’s another enriching dimension to self-kindness. When we think of what we strive to improve in our personal growth, somewhere in the mix is a yearning to feel better about ourselves – be that with your self-esteem, self-confidence and/or self-love. The problem with those aspects of self-improvement is that knowing how to improve them can be very vague. Sure, you know you want to feel better about yourself, but figuring out how to get from here to there can seem fuzzy at best.

Here's where self-kindness can come to the rescue time and time again. The reason you keep reading the word “definitive” is because self-kindness gives you an undeniable ability to accurately assess every which way you ever treat yourself. In short, you’re either being kind to yourself or you’re not being kind to yourself. Are you among those in the habit of calling yourself an idiot or stupid? Yeah, it’s pretty clear you can stop that now.

Keeping that promise to yourself to subscribe to self-kindness is like a owning a shiny self-improvement barometer.

Here’s a similar example. A lot of people have an “apology reflex” in their interactions. It’s sensible to associate this to challenges with ones’ self-esteem and confidence. The thing with apologizing unnecessarily is that it has the exact opposite of the intended effect. Many over-apologizers are motivated by courtesy. It’s like making a blanket statement to let the other person know you care about them not taking offense.

But, instead, that person feels bad about the apology because it makes them wonder whether they did anything to make you feel like you owed them an undeserved apology. So, in addition to self-kindness, it becomes easier to break the apology habit once you realize its negative impact on the other person. These techniques work together to be nothing less than kind yourself as well as – in this case – others.



MINDSET RESET



So, where and how are you supposed to start? Well, the answer has a lot to do with what you'll continue to get out of this Mindset Reset module and your personalized growth plan. For example, what did you think of your responses in the Personal Relationship Assessor? Nobody's perfect. We all have more work to do.

Whether your reflexes involve apologies, complaints, worries or any other negativity, you'll discover how being nothing less than kind to yourself makes it easy to catch yourself in the act. Whenever you realize that you're being unkind to yourself, as many of us often are, can you give yourself grace?

Whenever you make actual mistakes, can you keep that self-criticism constructive? At what point does it become ok to then consider what might be a loving approach? Do that instead, even if it doesn't feel natural at first. Practice unlearning self-abuse and just be kind to yourself. Just a friendly reminder: you deserve it. Really, you do.

Wouldn't you agree?

That brings us to the time to get into action and focus solely on self-kindness.

Just to clarify, this Self-Kindness Internalizer serves its specific purpose to illustrate this facet of Happierness and improve positive rituals to bring it altogether. Naturally, these are intended to counteract what we all know to be our inner critic. In some ways, for us to put self-kindness into practice, we likely need to account for however it is that we are unkind to ourselves. That's fair. Just know that your Negative Thoughts Neutralizer is still ahead for us take those head-on together!

ACTIVITY I: CHANGE YOUR TUNE (TIME: 5-10 MINUTES)

Whatever your inner monologue, write down 3-5 kinder things you can do and/or would like to hear more from yourself. Again, it may be easiest to approach this as if toward your significant other. Even if you don't quite feel or believe it, that's the point. To the right are a few examples to consider and get your wheels turning.

5 KINDER ACTS OF KINDNESS	EXAMPLES
1)	<ul style="list-style-type: none"> [If achievable], make the conscious choice to kiss your inner critic goodbye once and for all. Make a pact with yourself. Thoughts matter.
2)	<ul style="list-style-type: none"> [If achievable], make the conscious choice to "catch" any negative words you say aloud and reframe them as positives. Words matter.



MINDSET RESET



3)	<ul style="list-style-type: none"> • Congratulate yourself daily for all your achievements, no matter how small. Celebrate them. Much as appreciation motivates employees, it will you too.
4)	<ul style="list-style-type: none"> • Tell yourself the opposite of what you don't like about yourself. If you criticize yourself for being shy and nervous around others. Focus on affirmations that you're confident and outgoing.
5)	<ul style="list-style-type: none"> • Say "I love you" and mean it. Look yourself straight in the eye and decide to put any self-doubts, insecurities and hatred aside. Choose love instead.

ACTIVITY II: COURT YOURSELF (TIME: 3 CONSECUTIVE DAYS)

Sure, the natural focus of being *nothing less than* kind to yourself is to foil negativity and self-abuse. Those are pretty important, but the other side of the equation is also vital. Relationships get stale and there's no longer-term one than with yourself. Let's hit the reset button and consider this a new beginning. Isn't it? It may sound corny, but let's just agree that you want to fall madly in love with this person. How would you go all out in your first 3 days of this new relationship? Alright, let's keep this achievable. Each day, do one of the following for yourself (or something else you'd like that serves the purpose). If you think it will help to keep these promises to yourself, put each choice in your calendar.

COURTSHIP	DO YOUR BODY GOOD
• Buy yourself flowers	• Get a massage
• Try a new restaurant	• Compliment your body
• Do your favorite thing	• Accept 3 amazing hugs
• Do a fun, new leisure activity	• Move once every hour
• Buy a re-birthday gift	• Have a spicy sexual experience
• Take yourself on a date	• Try a new exercise
• Cook your favorite dish	• Catch up on sleep
• Start a new hobby	• Laugh your hardest (whatever that takes)
• Buy new clothes	• Eat healthy (for all 3 days, but only counts as 1)

Some of this may feel insincere to do. And, in the moment, you may even consider these actions as meaningless. That doesn't necessarily mean it's not working. Then again, results may well exceed expectations! You deserve to have some fun!



WELLBEING RESET



BURNOUT RELIEVER

“Don’t avoid being human for too long”

It’s human nature to want a quick fix and immediate gratification. We also find it hard to admit that there’s no such thing. This is hard to swallow especially when recovering from prolonged self-neglect, managing external stressors and gaining the personal skills and organizational support to stay well, perform at your best and enjoy life the most.

In full candor, that’s precisely why this WellBeing Reset is so practical and effortful. There’s no other way but through the hard work to remedy burnout once and for all. Though clearly intended to provide a wide-range of benefits, this program is designed to be an actual solution and it is. Of course, that includes you doing your part. That’s the added challenge with burnout. You’re already stretched for time, felt depleted and now have to find it within yourself to do a program like this. Give yourself some props!

Alleviating burnout also has to do with outside factors, especially job-related. You may feel like you have little or no control in having to put in long hours for a heavy workload. There may be a lack of resources or unclear expectations. The dynamics of your workplace culture or relationship with your boss may be dysfunctional. You may experience a work-life imbalance if the time and energy spent overworking leaves little remaining to be with your family and friends. The shift to remote work may have the opposite effect of a disconnect. Being in a high-stress profession, such as healthcare also takes its toll. Does any of this sound familiar?

For official purposes, let’s get a consult from our reputable friends at the Mayo Clinic who note that “burnout” is not a medical diagnosis. It’s a special type of work-related stress involving physical or emotional exhaustion often with a sense of reduced accomplishment and loss of personal identity. Researchers point out that individual factors, such as personality traits and family life, influence who experiences job burnout.

Whatever the cause, job burnout can affect your physical and mental health. Consider how to know if you’ve got job burnout and what you can do about it.

Here are the questions that might matter most. What’s truly within your control and what is not? What more can you do to better control the things you can? Are the things you cannot control so out of reach that everything else you can control still won’t be enough to feel well?

Before we get better at averting and recovering from burnout, it seems like a pretty good idea to take a pause and do another self-check-in. We should assess whether you may be heading for or already in trouble and to what degree. Let’s consider the warning signs.



20 WARNING SIGNS OF BEING BURNED OUT AT WORK

1	2	3	4	5
<p>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.</p>	<p>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.</p>	<p>Inconsistent sleep patterns: Often, people who are over-stressed at work will lose sleep over something they did (or didn't do) at work.</p>	<p>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.</p>	<p>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."</p>
6	7	8	9	10
<p>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).</p>	<p>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.</p>	<p>Living like a vampire: Arriving before dawn and leaving well into the evening is stressful on its own. Being forced to work those hours can make the problem worse.</p>	<p>Dreading every Monday: Similar to only looking forward to Friday night, absolutely dreading Mondays can signal that you're burning out.</p>	<p>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.</p>
11	12	13	14	15
<p>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.</p>	<p>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.</p>	<p>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.</p>	<p>Constantly feeling overwhelmed: Stress at work is inevitable, but every moment shouldn't be stressful. There are simple methods that can help.</p>	<p>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.</p>
16	17	18	19	20
<p>Being cynical: Once you lose interest in the company and stop caring about helping it, you can become a liability.</p>	<p>Frequently losing your temper: Stress can lead to temper tantrums and you may seek relief in exploding on those around you.</p>	<p>Over-complaining to your partner: There's no doubt that venting can help, but your problems at work shouldn't consistently become the problems of your significant other or your close friends.</p>	<p>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.</p>	<p>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.</p>



WELLBEING RESET



BACK AND FORTH

By now you surely realize how our many topics and techniques continue to build on one another. We've already covered a lot of what it takes to better avert and recover from burnout and, not to give too much away, we still have more than a few mind hacks and life skills still ahead.

You've made substantial progress in the Mindset Reset module. What you'll find most relevant for our purposes here are self-kindness and Earned Confidence. Remember, as much as you may contend with burnout or any other life strain, you've already made it through worse. You'll overcome this too!

Still ahead, you'll find the sections about Being a Life Athlete, Energy Management and Mindfulness all provide pointed guidance and will help sharpen your skills to deal with burnout, loneliness and other Mood Health challenges, among others. However, there is one other topic worthy of immediate attention.

HONING RESILIENCE

When the going gets tough...

Resilience is the ability to recover from setbacks and adapt to challenging circumstances and is required to thrive and flourish in the face of adversity. This may be trauma, tragedy, threats or significant sources of stress – such as family and relationship problems, serious health problems, or workplace and financial stressors – like burnout. As much as resilience involves “bouncing back” from these difficult experiences, it can also involve profound personal growth (you're on the right track).

Resilience has a lot to do with embracing healthy thoughts, such as practicing Happierness. There are some core qualities of resilience worth listing here.

- **Maintain a hopeful outlook** (again, expectations matter - they become self-fulfilling)
- **Keep things in perspective** (consult your Perception Snapshots and Fiction Filter)
- **Manage your thoughts** (self-awareness and self-kindness play well together)
- **Have solid goals and a plan to achieve them** (know and live your purpose)
- **Be empathetic and compassionate** (including towards yourself)
- **Embrace change** (one door closing is the opportunity to open a better one)
- **Maintain healthy relationships** (but don't bow to peer pressure)
- **Don't be a victim or a blamer** (own your actions and change what you can control)
- **Accept your failures** (take risks, make mistakes and grow from your setbacks)
- **Take care of number one** (don't compromise your wellbeing, you're in the right place)

Now let's get on with your burnout check-up!





WELLBEING RESET



Activity I: Burnout Diagnostic (Time: 5-10 Minutes)

Complete the two-part exercise below and refer to the scoring grid for guidance.

Part A – Revisit the chart of 20 Warning Signs and decide which, if any, you’re currently experiencing. List here how many you select: _____.

Part B – If you’ve been feeling burnt out for an extended period, please accept our heartfelt support and encouragement. Below is a list of consequences from chronic burnout. List here how many you select: _____.

• Excessive stress	• Sadness	• High blood pressure
• Fatigue	• Anger or irritability	• Heart disease
• Insomnia	• Alcohol or substance misuse	• Type 2 diabetes

SCORING	Way to Go!	Caution	Take Action	Seek Professional Help
Part A	0-3	4-6	7-10	11+
Part B	0-1	2-3	4-5	6+

Activity II: Laughter is... (Time: 5-10 Minutes)

Between the coping skills menus in the Depression Defeater and Loneliness Lessener, you’re not lacking ideas to manage burnout. However, there’s one type of wellness activity that stands apart from every other: laughter! Seriously, it’s time to lighten up!

We could have featured this activity among many other topics in the course. But, if there’s any one need for laughter being the single best antidote for something, burnout seems like a pretty good candidate. Similar to the Mood Booster activity, this focuses exclusively on what makes you smile, laugh and experience joy. Come on, it’s only 5-10 minutes out of this or any other day to enjoy. This one’s for you to decide what makes you laugh. It's ok if you have to force a smile that gives way to forced laughter. You have options.

• View a funny video	• Find a bunch of jokes	• Watch/listen to a comedian
• Surf fun GIFs	• Chat with a funny friend	• Do impressions with others
• Watch a cartoon	• Tell someone a funny story	• Mimic someone who lets you

Activity III: Create Space... (Time: 1-3 Minutes)

To alleviate and prevent burnout, commit and plan to do at least 3 of the following:

• Get a massage	• Take spontaneous breaks	• Vacation where and when
• Plan a fun outing	• Switch off when not at work	• Schedule break reminders
• Mental health day	• Cancel a meeting for R&R	• Collaborate with your partner

Great job nurturing your Mood Health! Tomorrow you’re ready to be a Life Athlete!





WELLBEING RESET



PROBLEM PREVENTER

“The best way to manage a crisis is to prevent it from happening”

One of the most easily overlooked challenges in our lives is the lack of controlling the controllable. Now that we’ve called attention to self-kindness, forgiveness and Mood Health, now seems like the opportune time to explore what it takes to minimize mistakes and mitigating the life challenges we all face. These can become the sources of stress that cause mood imbalance to begin with. In fact, you just created one of the best problem-preventers with your shiny new Depression Defeater 3-Day Rule Contingency Plan.

Having said and done that, at which skill would you rather be better: having foresight or hindsight? Think about it. We have our past, our present and our future, but few of us talk about “the never happened.” These are the life intersections and events specific to the bad decisions we didn’t make. Even though less obvious, there are countless examples of sparing ourselves, many of which we do automatically without overthinking because, for one reason or another, we know better.

This skill goes beyond good decision-making. It’s about “pre-problem-solving” by combining life experience with the anticipation of outcomes we want to prevent. The good news is that avoiding many problems is completely within our control.

Another dimension to this relates to being mindful to not take certain things for granted, especially life itself. Too often, many of us make terrible mistakes through which we only learn and appreciate to not make because we experience those consequences.

There are obvious examples like driving drunk or while texting that we know not to do but do anyway. The result of not wearing a mask during a pandemic or not using contraception during – you know – can be life-changing.

Do we really need to make poor choices before we have to contend with regret and to appreciate life? Of course not! Naturally, it’s even easier to think of certain decisions we did make that we wish we hadn’t. That’s life. We have no control over the past.

This isn’t intended to be a downer. It’s about raising your awareness to improve your mindset to save yourself the trouble, especially with everyday routine decisions. Before you decide what to do with your chess piece, hone your skills to think three moves ahead.



WELLBEING RESET



ACTIVITY 1: TAKE A PREVENTION INVENTORY (TIME: 3-5 MINUTES)

What among the following items apply to your lack of prevention?

CHOOSE ALL THAT APPLY.

HOUSEHOLD	PERSONAL	OTHER
<ul style="list-style-type: none"> ● Change Car Oil (within reason) ● Baby Proofing ● Active Smoke Detector ● Active Radon Sensor ● Spare keys ● Dryer sheets ● Solar shield on car windows ● Salt Driveways/Sidewalks ● Sports equipment ● Hard hat 	<ul style="list-style-type: none"> ● Dental Hygiene (brush 2x/day) ● Floss ● Moisturizer ● Hand Sanitizer ● Sufficient Hand Washing ● Insect Repellent ● Mammogram/Colonoscopy ● Other Medical Screenings ● Purchase warranties (as warranted*) ● Other preventative measures? 	<ul style="list-style-type: none"> ● Secure passwords ● Identity theft precautions ● Computer back-up current ● Phone saved to cloud ● Photos backed up ● Important papers fireproof safe ● Text while driving ● Wear Seat Belt ● Sufficient Insurance Policies ● Will / Estate Plan

* ADVANCED TIP: Consider ONLY warranting your phone/computer. By NOT doing any others, you'll still come out ahead if anything ever breaks.

ACTIVITY 2: PREVENTION REFLECTION (TIME: 15-20 MINUTES)

Almost nothing is a mistake unless it happens twice. Let's hone your foresight skills a bit more by doing the following. This may require thinking harder. Stick with it. Choose and prioritize the Top 5-7 items for which you're most vulnerable (per above).

ACTIVITY 3: HINDSIGHT 20/20 (TIME: 15-20 MINUTES)

List some examples of past events, challenges you failed to prevent? Have you repeated certain mistakes?

OPTIONAL: If you think necessary or useful, write a letter to yourself about past errors, present vulnerabilities and create an action plan to which you'll commit doing to prevent concerns within your control from happening. Make prevention the cure.



WELLBEING RESET



TIME-TO-ENERGY SHIFTER

“Remain keenly self-aware of your energy levels”

Now that you have a sense of your Energy Management skills, let's evaluate them in the context of time management. Some days, weeks and months seem to fly by. Some minutes and hours seem to take forever. Some days feel like being on top of world. Some days feel like wading through quicksand.

Time is obviously a constant. It is also finite. Energy is obviously variable, yet also finite. Unfortunately, the most obvious and finite entity of all is life itself. When we consider our “quality of life,” it reflects the big picture. Combining your external and internal Perception Snapshots might help approximate the answer as of today. As we well-explored, perception is variable to say the least.

The fact that you're following through on your commitment to yourself for a Life Upgrade will shift that quality in the right direction. You're doing AWESOME! Keep going!

Now let's consider our “quantity of life.” As we explore this concept, it's important to clarify that it does not refer to our lifespan. In fact, the most sensible way to evaluate that quantity is applying it to a single day. Again, it's finite in time and variable in energy.

Are you someone who takes pride in your time management skills? What about your organizational skills? Do you act with efficiency? How would you categorize those skills? Is it about keeping a calendar? Do you make and prioritize daily to do lists? Do you check and cross-off your achievements?

Time and organization management skills are well established. There's a science behind them. You can even take seminars and buy books all about these activities. The thing about these skills is that they rely on the part of your brain that does the thinking. What is less established, written about, talked about and practiced is Energy Management.

Think of time and energy as life “currencies.” Like money, you only have so much of it and there's only so much you can do with it. If managing time relies on thinking, then managing energy relies on feeling. It's the practical side of applied mindfulness. “There are only so many hours in the day.”

How much more productive might your days be by shifting the paradigm from managing time to managing energy to get the doing done?



WELLBEING RESET



More specifically, let's take a fresh look at that prioritized daily to-do list. Those might break down to “must do,” “should do” and “can do.” How's your day look? Among your top priorities, what is the full amount of flexibility you have for each task? According to your calendar, certain ones happen at specific times and require a certain amount of time. In other cases, some tasks might involve specific deadlines. Once you have that clear sense of flexible “bandwidth,” you know when and how energy management can help.

For example, let's say that you're trying to write an email and notice that the words are not coming as easily as usual. You then stop and realize that you're feeling fatigued and your mental acuity is diminished. Rather than forcing the task, you take a break and do something easy and/or choose an activity, such as taking a walk, to reinvigorate you.

ACTIVITY 1: DO AN ENERGY CHECK-IN (TIME: 6 MINUTES)

Imagine for a moment how you learned to tell time as a child – from reading a clock to the calendar and the difference between seconds, minutes, hours, days - you know the rest. Approach Energy Management with similar curiosity. Now is a good time to focus inward. Be totally in the moment and take a mindful inventory of your energy levels. How's your mood and your mental acuity? Are you experiencing any distractions or sources of stress? Are these words starting to run together? Is your mind wandering?

Take Five! What would make you feel better and relax to improve energy and focus? It could be stretching, checking sports scores, taking a walk, meditating, playing a mindless game or shopping online. Do you need more than five to take a 20-minute “Power Nap?”

ACTIVITY 2: CHECK-INS AND PRODUCTIVITY SPRINTS (TIME: 5-8 MINUTES)

Set at least 4 phone alerts throughout the day and evening at times that work. If it's early in the day, do it now. If not, do it tomorrow. Repeat the exercise above. Keep it between 1-2 minutes and not while sitting or interacting with electronics. That's plenty of time to stretch, step outside, drink a bottle of water, do some push-ups, etc. Mix-it up and be mindful of your combined energy before and after these intermittent breaks. Another approach to this is to space these alerts for between 90-120 minutes apart. Each of these periods represents a “productivity sprint.” Focus on certain priority activities, align your energy levels, and observe how much more those sprints are productive and enjoyable.

ACTIVITY 3: TIME & ORGANIZATIONAL MANAGEMENT SKILLS (TIME: 10 MIN.)

Spend 5 minutes each to review the provided Bonus Tip Sheets about these topics.



WELLBEING RESET



ACTIVITY 4: ENERGIZER MENU (TIME: 10 MINUTES)

Develop a list of at least 2 activities and/or actions you will take to improve your energy for *each* of the four energy modalities (physical, mental, emotional, spiritual).

NOTE: You will find it helpful to revisit the questions in the Energy Management Quiz as well as the Coping Skills Menu in the 3-Day Rule activity.

PHYSICAL ENERGY	MENTAL ENERGY
<ul style="list-style-type: none">• • 	<ul style="list-style-type: none">• •
EMOTIONAL ENERGY	SPIRITUAL ENERGY
<ul style="list-style-type: none">• • 	<ul style="list-style-type: none">• •

ACTIVITY 5: BEHAVIOR SHIFT (TIME: 5 MINUTES)

Choose at least two behavior changes you're willing to make, at least temporarily. Then observe how each improves your energy in specific ways or overall. While various options of have been previously covered, this activity is specific to observing personal energy.

Examples:

- Start and/or end your day earlier
- Certain form(s) of exercise
- Watch less TV / News
- Reduce your "screen time"
- Eat meals you skipped and/or take a break from fast food
- Meditation / breathing exercises
- Take a break from destructive behaviors
- Eliminate energy drains (needy people, arguments)
- Improve work-life balance



WELLBEING RESET



MINDFULNESS MAGNIFIER

“If there's something to let go, then let go”

Life happens in the present moment. It's the only time we can fully connect with our experiences, our joy and our fulfillment.

And yet, as obvious as that is, it readily falls in the category of “easier said than done.” One challenge is that we live in an increasingly fast-paced world and the concept of slowing down and appreciating life even momentarily may seem like a waste of time.

We succumb to the temptation of getting ahead of ourselves. We've already established how Earned Confidence diminishes unnecessary worry, anxiety and stress about things that are uncertain to happen. Even that irrefutable logic isn't enough to break the habit.

The good news is that we have a powerful motive to do just that, which strengthens more and more as we experience life in the now. And the way we make that happen is to set clear intentions and make conscious efforts to practice.

This brings us back to the essential topic of mindfulness. Put simply, mindfulness is about observing your life as it happens. It begins with internal observations about thoughts, feelings, behaviors and sensations. Mindfulness is the quality of being present, free from distraction and fully engaged with whatever we're doing at the moment. Your attitude remains positive and curious. Imagine being fully engaged in a task, aware of your thoughts and feelings, but not obsessed or controlled by them. Remain non-judgmental.

You'll find mindfulness to be a common theme and focal point throughout your Z-isms WellBeing Reset. This Magnifier tool focuses on internal mindfulness. Later we'll explore a Mindfulness Amplifier to sharpen your external awareness. Along the way will be specialized mindfulness practices about kindness, the mind-body connection, energy, gratitude and a certain force of nature. We'll then revisit these practices to personalize those you find helpful and incorporate them into your LEAP – Life Enrichment Action Plan.

By exploring different mindfulness activities throughout this program, you'll begin to shift from making conscious efforts to practicing them to their naturally enriching everyday experiences. Below are four brief activities. It is best to spread them out throughout a single day or even over two or more days. There's a variety of options to help you to discover what you like and encourage you to stick with it and keep going.



WELLBEING RESET



ACTIVITY: 1 – IN THE MOMENT (TIME: 30 SECONDS)

Tune into your thoughts. What's been on your mind today? Identify at least one source of worry, anxiety and/or stress. You may not even realize how much it's consuming you. This may be a person, a situation, an assumption or the like. Imagine that every detail, thought and emotion exist in a single bubble in your chest. Now take a slow, deep breath by inhaling for 4 seconds and focus on the word: Peace. Hold briefly as you concentrate on the bubble floating. Now release slowly for four seconds and imagine that all the negativity and contents of that bubble are exhaled. Take an extra moment to accept and believe that worked. Notice that you feel at least a little better (that wasn't a question).

ACTIVITY: 2 – OBSERVATION (TIME: 2 MINUTES)

Option A:

Sit on a straight-backed chair or cross-legged on the floor. Focus on an aspect of your breathing, such as the sensations of air flowing into your nostrils and out of your mouth, or your belly rising and falling as you inhale and exhale. Just sit quietly with your eyes closed. Simply take a moment to contemplate and reflect.

Option B:

Stop whatever you are doing. Pay full attention to your current experiences – senses, movements. Allow any sensations to come and go into and out of your awareness however they do, judging them positively or neutrally, but not negatively. Be right here, right now: Try not to dwell on the past or think about the future. Be where your feet are.

ACTIVITY: 3 – INTO ACTION (TIME: 5-7 MINUTES) – CHOOSE AND DO TWO OF THE FOLLOWING:

Option A: Mindful Hand Awareness Exercise

Grasp your hands really tight and hold for 5-10 seconds. Then release and pay attention to how your hands feel. Keep your attention focused on the feeling for as long as you can.

Option B: Mental Focus Exercise

Stare at any object and try to remain focused on that object for as long as possible – keep a mental watch on when your mind begins to wander, then just bring your attention back to the object... study every angle/curve/shape/color/pattern

Option C: Mindful Stretching Exercise

Slowly stretch each part of your body and be aware of your breathing and movements.



WELLBEING RESET



Option D: Musical Stimuli Exercise:

Listen to your favorite song and pay attention to how it makes you feel and what emotions stir ... engage the emotions and see where they lead

Option E: Undivided Attention Exercise

Do something around the house that you've never done is non-routine, such as something that's long been on your to do list. Now do it with total focus and undivided attention.

ACTIVITY: 4 – SAMPLE MEDITATION (TIME: 10 MINUTES)

Meditation is the most common practice to hone mindfulness abilities to truly experience the current moment and integrate that awareness into everyday life.

Find a place where you can sit quietly and undisturbed. To begin, you might want to set a timer for about 10 minutes, If you choose to continue meditation practices, you may be less concerned about the length of time. Of course, there are numerous apps available for guided meditation practices that you may find especially beneficial.

Begin by bringing your attention to the present moment by noticing your breathing. Pay attention to your breath as it enters and then leaves your body. Before long, your mind will begin to wander, pulling you out of the present moment. That's ok. Notice your thoughts and feelings as if you were an outside observer watching what's happening in your brain. Take note and allow yourself to return to your breathing.

Sometimes you might feel frustrated or bored. That's fine – these are just a few more feelings to notice. Your mind might start to plan routine tasks or become distracted by whatever circumstances. Just take notice of where your thoughts are going, and accept what is happening.

Whenever you are able to, return your concentration to your breathing. Continue this process until your timer rings, or until you are ready to be done.

If you are journaling in concert with these Z-isms activities, these experiences with mindfulness can make worthy entries. It's important to reinforce how, even with as fast and busy as life moves, you've made yourself the priority with the time and headspace to practice mindfulness. There are 1,440 minutes in a single day. Dedicating 5-10 minutes to meditate and continue with any of your WellBeing Reset practices is a sensible priority.

Practicing any new skill can be effortful and frustrating. But it soon gets easier and better.





WELLBEING RESET



COURSE DISCUSSION GUIDE I (FOR UPON COMPLETION OF EARNED CONFIDENCE SECTION)

PURPOSE

This Discussion Guide is designed for 3-4 course-takers. Each participant will foster a shared experience and reinforce core learning concepts. The group should designate a leader to coordinate scheduling and moderate the discussion – similar to a mini-book club.

Depending on the desired discussion depth, this Guide is designed to take 30-60 minutes. However, some participants may wish to expand the conversation as mutually agreed.

DISCUSSION POINTS

Warm-ups - each person: choose at least two of the following to discuss: **Time: 1-2 min.**

- *What do you hope to gain from an in-depth life enrichment course?*
- *What are some activities that were unexpected, challenging, or notable?*
- *Describe an unexpected positive experience you've had so far.*
- *Aside from making time, describe any challenge(s) you may be having (seek advice from group).*

Your Z-isms – (optional: share more than one) **Time: 1-2 min.**

- *Share one of your Z-isms (life lessons) and why it's meaningful to you*

Section I: Perception each choose at least two of the following and discuss: **Time: 2-4 min.**

- *Share some of your personal values and why they're important to you (Personal Values Assessor)*
(i.e., character, fulfillment, lifestyle and social issues)
- *Share 2-3 positive character traits you want to strengthen or negative ones to improve*
(Internal Perception Snapshot)
- *What's going really well in your life and/or share anything that needs improvement*
(External Perception Snapshot)
- *How strongly do you trust or rely on your intuition, any examples? (Intuition Truster)*
- *Did anything surprise you in your Belief System Reflector? (i.e., something never considered)*



WELLBEING RESET



COURSE DISCUSSION GUIDE I

Section II: Earned Confidence

Time: 2 - 3 min.

- *Knowing that your Earned Confidence is based on everything you've already achieved and overcome, will you use it to negate worry, anxiety and assumptions and just stay present?*

Optional Topics: each choose to discuss at least two of the following questions. Time: 1-2 min.

- *What techniques did you find helpful that you'll keep doing them to nullify uncertainties? (i.e., worry jar, fiction filter or the 20/20 hindsight to remind yourself when mistaken)*
- *Share something that resonated with you or you chose to do in the Confidence Builder activities. (i.e., Symptoms you experience, Imposter Syndrome, which "Boost" option you chose or next steps)*
- *Share any limiting belief(s) you identified and the empowering ones you will substitute?*
- *Share at least one affirmation that resonated with you that you'll keep in mind from now on.*

Happierness®

Time: 1-2 min.

- *What was your first impression of Happierness and has it changed since?*
- *Is there anything about Happierness that resonates with you the most so far? (i.e., Positivity reflex, techniques to be more present, not sweating the small stuff, etc.)*
- *What did you find to be the most memorable and/or helpful piece of advice from any section?*

FACILITATOR FOOTNOTES

- 1) Most questions above give participants the flexibility to select from a limited number of options. Ideally, at least one group member will select each option to help emphasize every part of the core course content. You may need to offer some encouragement towards this.
- 2) It is likely that group members will represent various levels of seniority. For team-building purposes, it is best that the highest-level individual does not lead the group.
- 3) To assure this discussion is a positive experience for everyone, it may be necessary to be vigilant with time management. You may find it beneficial to use a timer to keep everyone on track and assure each topic is adequately covered.

Good luck and enjoy!

