

 **TOLERATION BUSTERS**

You may not be able to get rid of all your tolerations, but you can manage them at a level that is *SMARTER* and healthier.

Plan your time well

Give priority to the most important activities and do them first. Break large demands into small, manageable parts. Decide how much time you need for each job. Leave some room for flexibility and spontaneity. Note what you tolerated that took you “off-task.”

Speak to someone about your tolerations

Seeking help is not a sign of weakness. Sharing your tolerations (worries and concerns) with your spouse, family, friend, supervisor or peer helps free up positive emotional energy and provides you with emotional support.

Keep healthy

Keep your body healthy and fit by exercising regularly, eating wisely and getting enough sleep. Regular physical activity releases endorphins that give you a natural high. Eating a healthy and balanced diet will provide levels of nutrients needed to boost the immune system.

Be clear about your roles

Know your job scope and what is expected of you. Do not tolerate “out-of-scope” tasks just to get things done. Consult your supervisor or team to know each other’s roles and responsibilities. Be realistic in what you can do. Start a job only when you can and have time to finish it.

Learn to say “no” when necessary

Say “no.” Take time for yourself. Take a short break when you feel toleration is getting the best of you. Get up and stretch, or take a short walk.

Counter negative thoughts

Stop worrying about how you appear to other people. Counter negative thoughts with positive affirmations such as “I can do it!” Add helpful reminders to your screen saver, such as “Take a deep breath” or add an image or picture that makes you smile.

 **TOLERATION BUSTERS****Practice Deep Breathing**

Give yourself 5-10 minutes to do this exercise.

1. Find a quiet comfortable place. Switch on some soft and relaxing music. Dim the lights.
2. Sit on a comfortable chair or lie down. Close your eyes. File away worries and concerns.
3. Breathe in slowly, steadily and deeply. Relax all your muscles and let your body go limp.
4. Imagine that you are walking in a pathway lined with flowers in bloom and birds singing to you.
5. Feel the cool fresh breeze around you. Take a deep breath in and out.
6. Place one hand on your stomach right above your waist.
7. Take a deep breath slowly through your nose. Feel your stomach slowly rise.
8. Slowly breathe out gently through your mouth.
9. Focus on your breathing and feel the air moving in and out of your body.
10. Repeat steps 5-9 several times until you feel relaxed. When done, slowly open your eyes.

See a New Path: Visual Imagery

Give yourself 10-15 minutes to do this exercise. For best results, start with the deep breathing exercise followed by the visual imagery exercise.

1. Imagine that, at the end of the pathway, there are white, sandy beaches and pebbles lining the shore. Take a deep breath in and out.
2. Feel the smooth, cool pebbles. Take a deep breath in and out.
3. Breathe in slowly, steadily and deeply.
4. Focus your attention on your hands and fingers. Clench your fists as tightly as you can and count to 10.
5. Notice the pull of your hand muscles. Feel the tension. Then release the tension very slowly by letting your hands unfold as you count to 10.
6. Feel the warm tingling sensation on your hands. Let the tension drain out of your hand.
7. Repeat this exercise with any part of your body: face, head and neck, arms and shoulders, abdomen, buttocks, legs, feet and ankles.
8. Continue this visualization until you feel very relaxed.
9. Slowly count to 10 and you will come to a more alert, wakeful and refreshed mind.