

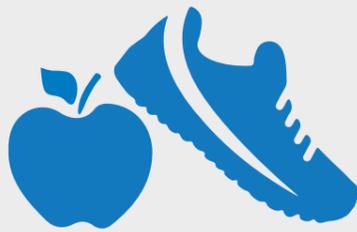
BALANCE DURING THE PRESIDENCY

We all need a certain amount of stress or pressure in order to work efficiently during the Presidency. Stress becomes a problem when there is too little or too much of it. A stress reaction begins in situations that are novel, unpredictable, uncontrollable, or threaten your self-esteem. We all have our fair share of these situations, so in order to maintain balance, we must try to avoid excess stress. Prolonged stress manifests itself in irritability, fatigue, headaches, and difficulty in concentration.

MAINTAINING BALANCE

LOOK AFTER YOUR HEALTH:

- **Get enough sleep**
Sleep nourishes both mind and body
- **Eat healthily**
- **Exercise at least three times a week**
30 minutes at a time is sufficient



PLAN YOUR TIME:

- **Make lists of your tasks and enjoy what you have achieved**
(compliment yourself and others for the work done)
- **Organise tasks by order of urgency**
- **Differentiate between what 'should' be done and 'must' be done**
(learn to say 'no')



PREPARE FOR POSSIBLE STRESS-INDUCING SITUATIONS:

- **visualise the situation that could induce stress and how you would handle it**
– the human brain is not good at differentiating between what is real and what is imagined and visualising serves as training
- **Practice what you plan to say and do**



GET SOME DISTANCE

- **Identify ideas that hamper your will to act**
Assess whether these ideas correspond to reality; stay positive!
- **Do not worry** about the things you cannot change
- **Accept** the fact that you may not be in control of the situation but you can change your reaction to it
- **Find the positive side** of a negative situation or line of thinking
– everything depends on your view (the glass is half full or half empty)



DO SOMETHING YOU ENJOY

Make time for it

(the recommended minimum amount of time is 15–20 minutes every day) For example, listen to music, read a book, watch a comedy, spend time with your family, meet friends, walk in the park, exercise, etc.



TALK TO OTHER PEOPLE

- **Notice others around you,** their feelings and concerns
- **Help others**
- **Share your experiences with others** (ask for professional advice; for example, ask how colleagues solved a specific situation when heading a working group)



RESTORING BALANCE

Remember that unpleasant feelings are a natural part of a tense period, and it happens to everyone from time to time. It is nothing extraordinary or catastrophic.



Think of the worst thing that can happen in the situation.

It is probably nothing you couldn't handle.

Name your emotion
– self-criticism, anger, anxiety, sadness.

Understanding what you are feeling helps neutralise the negativity.

Use **breathing** and **relaxation techniques** that help you control your emotional and physical state.

Some helpful apps:

Breathe2relax ([iOS](#), [Android](#)),
RespiRelax ([iOS](#)),
Pranayama ([iOS](#), [Android](#)),
Relax stress and anxiety relief ([iOS](#), [Android](#)),
Headspace ([iOS](#), [Android](#)).

Take time off when you can
(for example, take an afternoon or a day off)

Share your feelings or problems with someone you can trust

Share your concerns – just verbalising your problems will help you see things in a new light and find solutions. Talk to your family, friends, and colleagues, or go to the designated contacts in your workplace.