



HOW TO BUILD RESILIENCE WORKBOOK

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How To Build Resilience Workbook

Work through the following activities to help build your resilience.

Practice Asking (and Potentially Facing Rejection)

List 3 small trivial tasks that you can ask for across the next week e.g. change given in specific denominations, faster turnaround time at the dry cleaners.

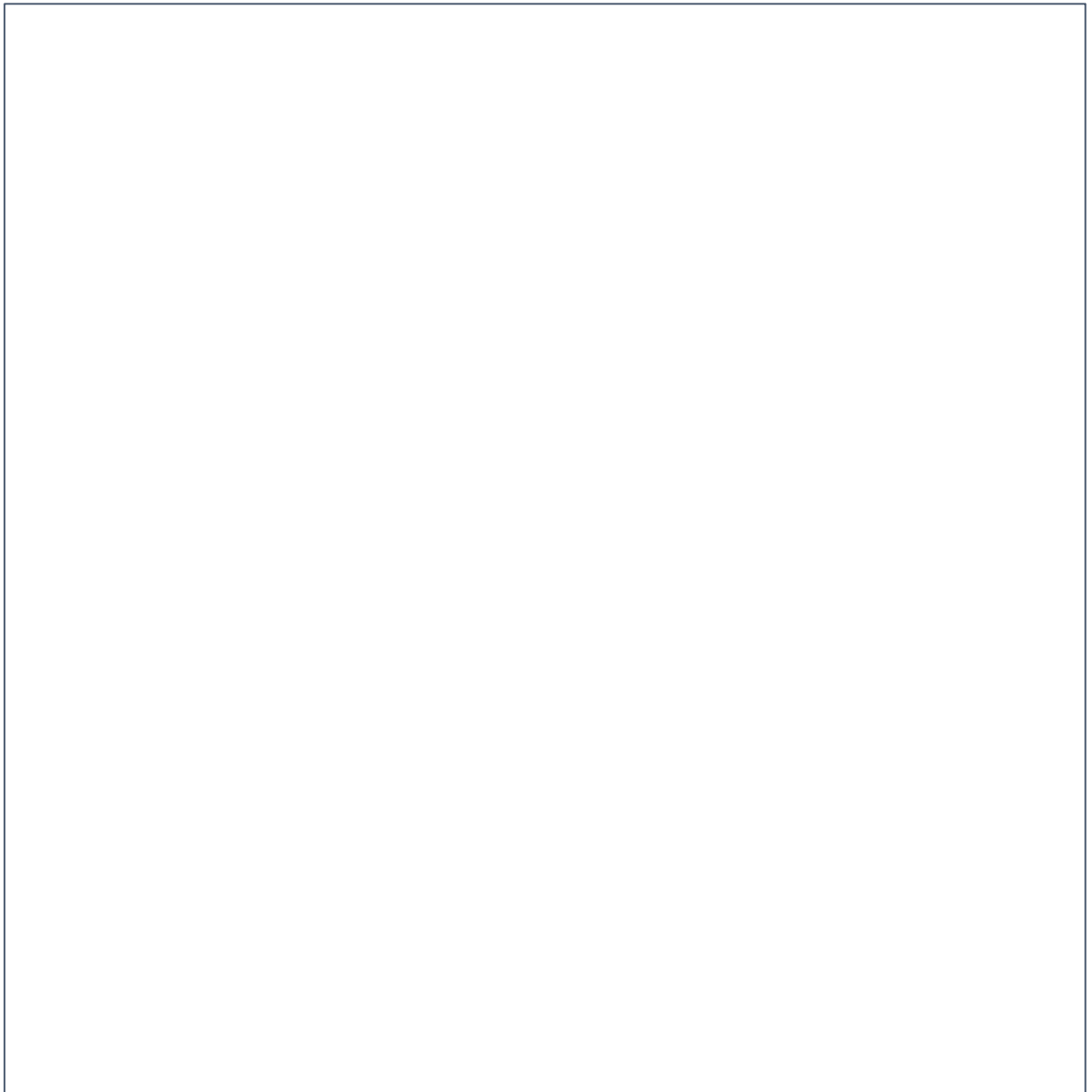
Now think of something that is a stretch request and aim to ask for this over the next few weeks. Write down below what the task is

What was the result of the “stretch” ask? How did it make you feel?

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Learn Something New

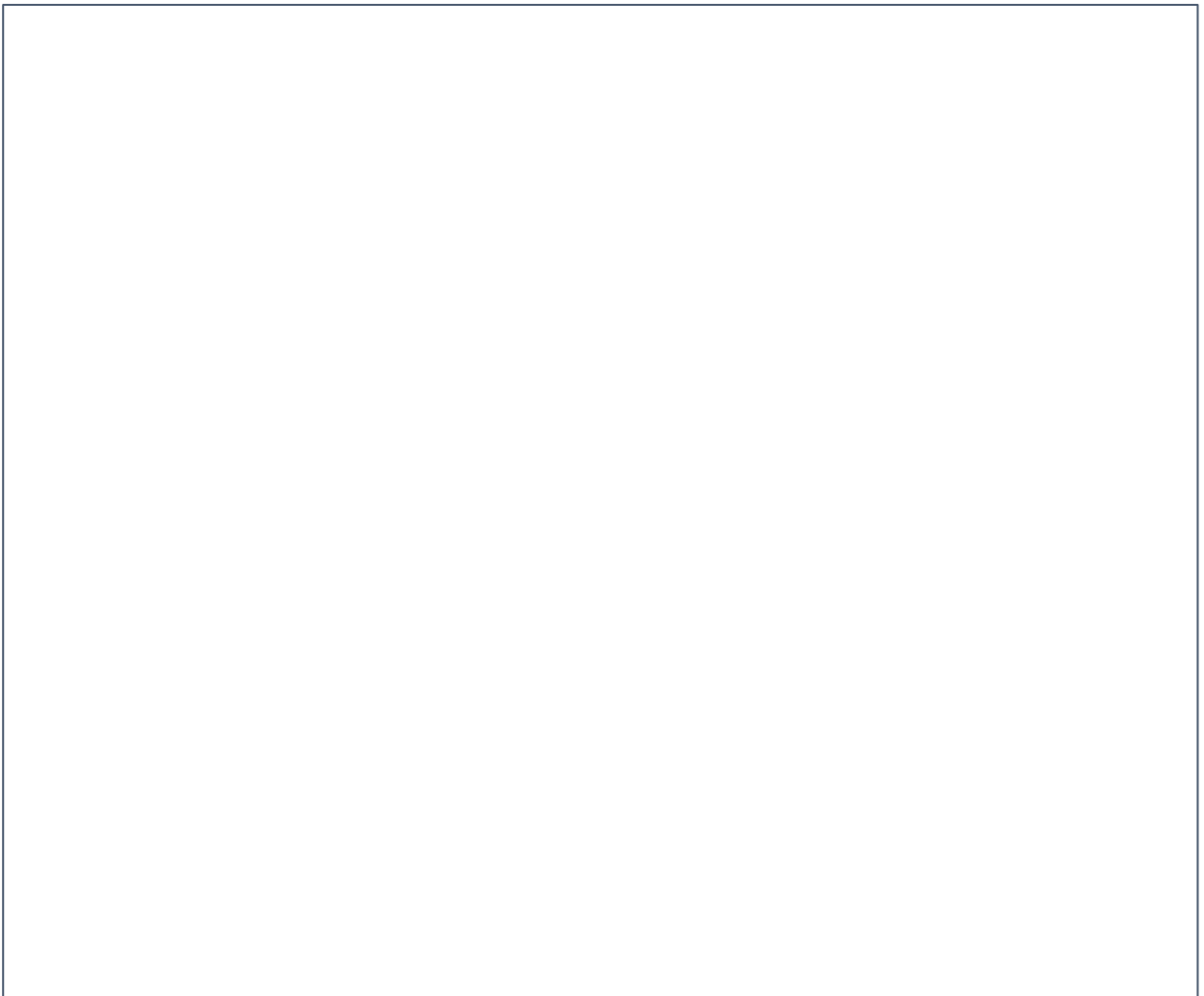
- List 5 skills that you would like to learn and that you do not currently have
- Which of these skills have potential to fit into your schedule?
- What is the next step you can take for gaining this skill?

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Face Uncomfortable Situations

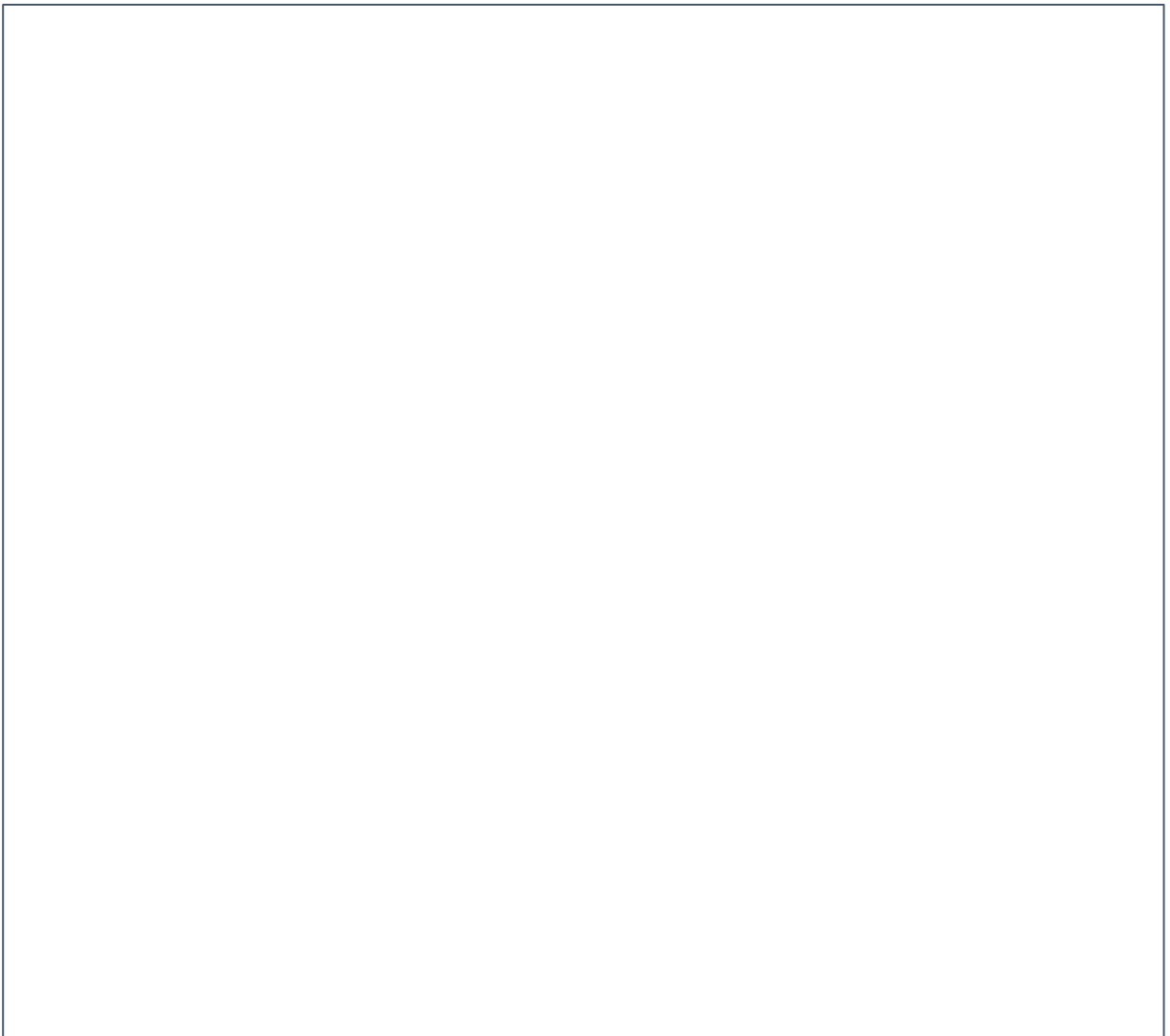
- List three work areas where you could take on something more challenging than what you currently do.
- List three personal areas where you could take on something more challenging than what you currently do.
- Identify the one item on this list that is more realistic for you to pursue at this time and day.
- What are next steps for having you engage in this new challenge?



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Practice Positive Thinking

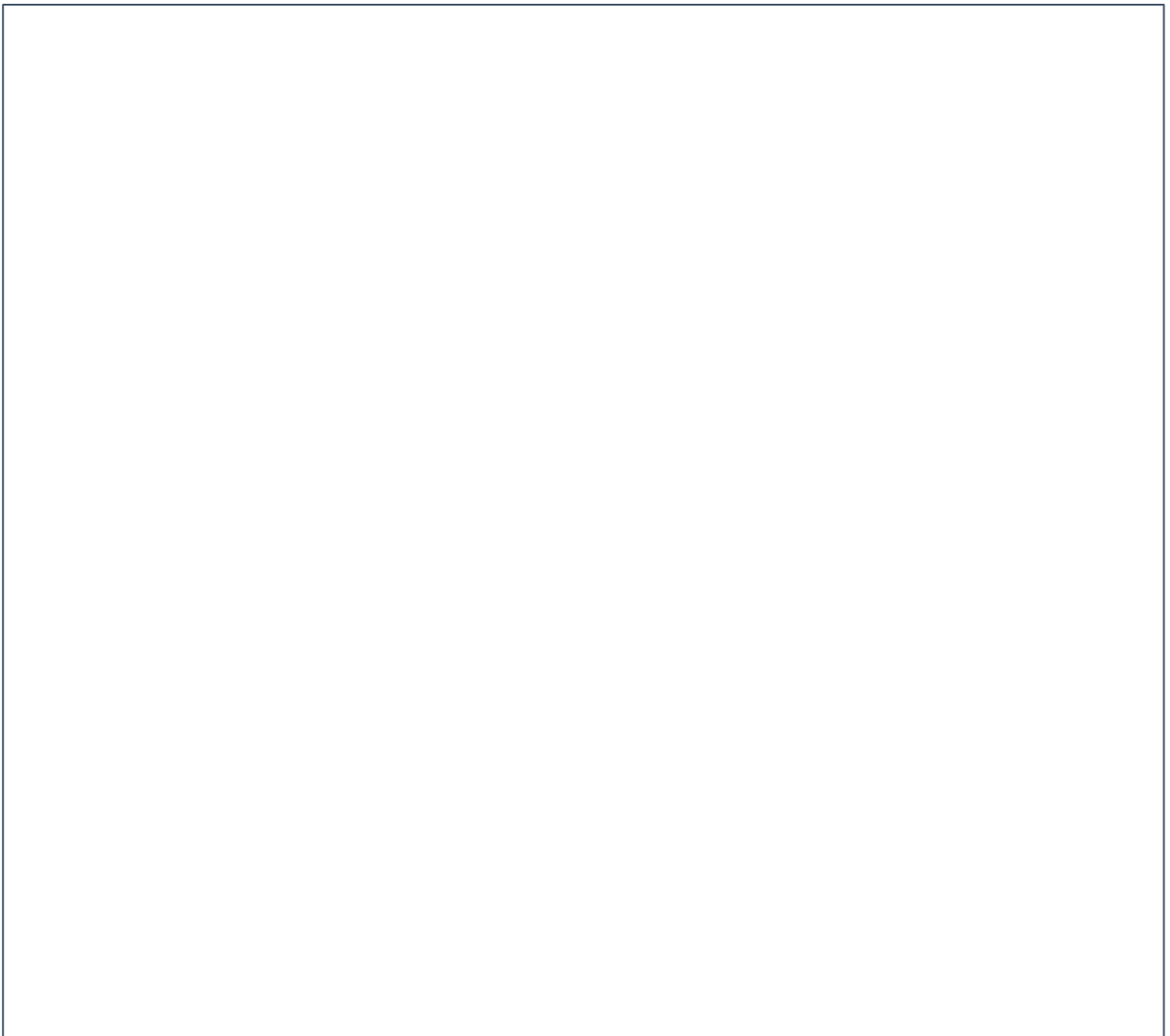
- Name a recent stressful event
- What was your immediate internal language?
- Does it need to be more 'short term oriented'? How?
- More focused on you and others? How?
- Does it need to have a more positive focus? How?
- What is the positive language that you can verbalize when you discuss this event with others?



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Manage Your Energy

- List the two most energetic times of the day for you
- Currently, what are cyclical and busy periods of time in your life?
- What do you need to do on a daily basis to help you manage your stress? (Being aware of it will help you make it a priority. One of these three top stress reducers should be in your life on a daily basis.)
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Developing Your Resilience Building Action Plan

After completing the previous 5 activities, identify 3 strengths and 3 opportunities that you uncovered by completing the exercises.

Strengths	Opportunities

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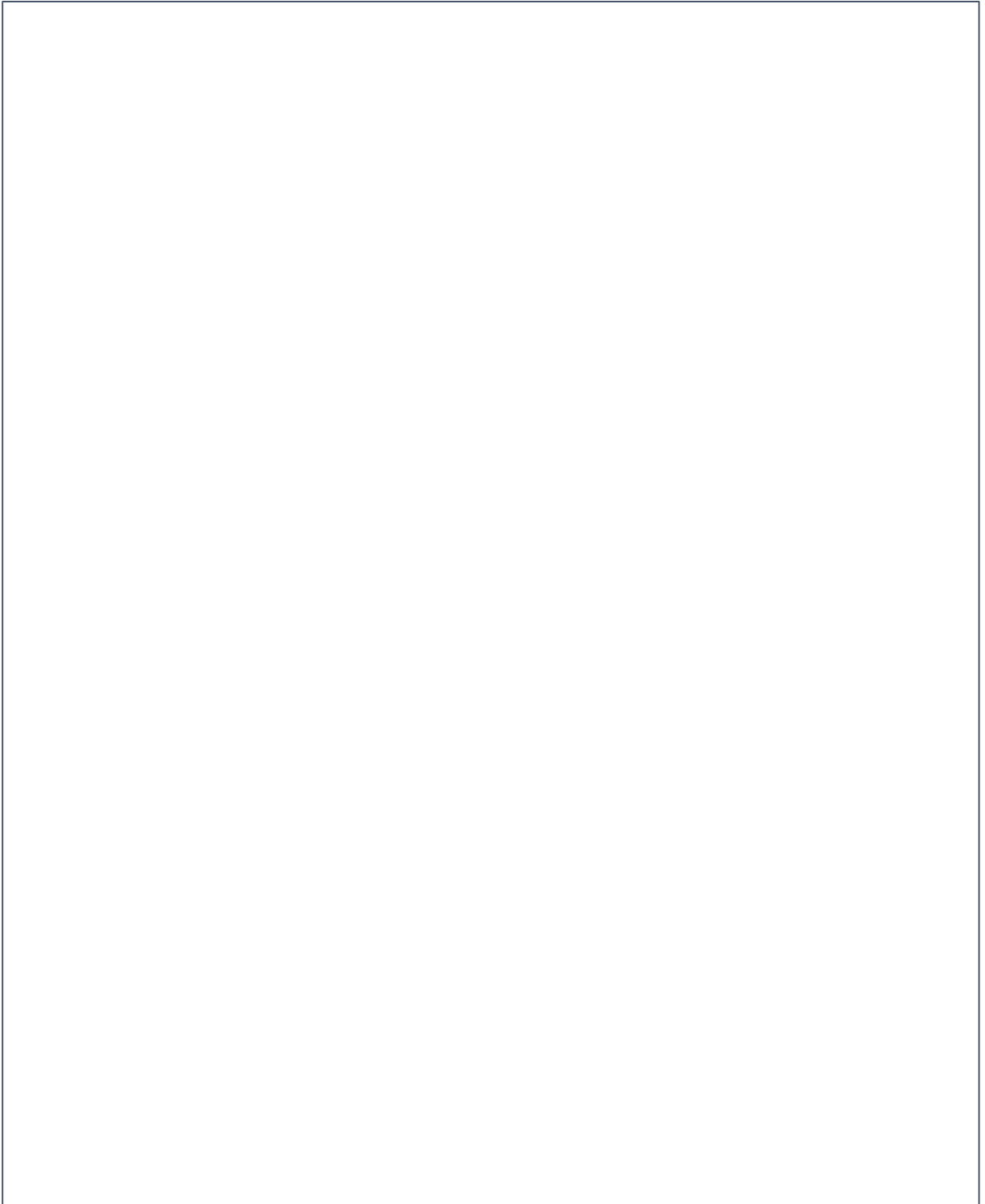
- Identify the one resilience building skill you want to improve.
- Identify a baseline, what are the situations where you tend to be less resilient – work related unexpected events? Change in your personal or professional life?

On the following page, use the SMART goal format to write your action plan

- Identify a goal and be specific. Be sure this is an attainable goal. For example, *“I want to have a better strategy for handling stressful events at work. When the busy time of the month hits and I feel frazzled I want to have a realistic plan in place”*.
- Keep a list of what you do differently next time things get busy and measure your progress
- Set an overall timeline for your goal. *“I want to feel less stressed and more ‘in charge’ by the end of the quarter”*. You will need to go through several cycles of our skills building strategy for this change to become a better habit.

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Notes

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