

# The De-Stress Book

## Less Stress Guide - 1

Written  
by  
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# The De-Stress Book

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by

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**Note : These Guides are no substitute for professional advice.**

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# Introduction

Welcome to the “De-Stress Book”. My name is Dr. Leigh Kibby (PhD, Grad Dip GW, Bed, DipT) and I am the author.

The purpose of this E-Book is to assist you with your everyday stress management decisions, strategies and actions.



## The De-Stress Book

I have designed this book after many years of both Stressing, being a Stressor, being a Stressee and learning techniques for managing stress which I have taught to others.

The guides are key hints and ideas that can help you manage stress and achieve the balance you want for harmony and happiness.

Some stress is good, high stress can cause distress. The aim is to help you identify when you are in high stress mode then act to reduce the stress or manage your perceptions of that stress. It is also designed to provide stress management strategies.

**Please note that this test is no substitute for professional medical or psychological advice.**

## About the Author



My background is in education, personal development, counselling and as an entrepreneur who launched a successful business unit for an Australian University. I now run Kinematic full-time (see <http://kinematic.com.au> ) and have lectured to post-graduate students at University. I also :

- Created the Psychological Genome;
- Established a framework called the Emotional Hierarchy;
- Devised Neuro-Empathic Programming (NEP); and
- Created Noetic Psychology



# 3 Step Stress Management

**One key to stress management is to act when you see signs/indicators of stress even if you are not fully aware of being stressed.**

**The following pages take you through a simple process for identifying your stress patterns and then act.**

**The 3 Step Process is to see the signs, understand the triggers and then take “Stress Less” action.**

- 1. Signs of Stress**
- 2. Situations of stress**
- 3. Stress Less  
Reducing Stress**



# Signs of Stress

Here are some of the signs of stress, tick the box if you see any of these in your life

Pattern	Yes I have noticed this lately
Avoiding friends / Avoiding social contact	
Suddenly becoming very outwardly expressive, ebullient, vocal	
Seeking long periods alone	
Failing to do work/employment tasks or meet work schedules/deadlines	
Standard of work performance and quality diminishes	
Failing to do non-work, non-employment tasks or meet work schedules/deadlines	
Change in language patterns including the use of "swear" words and expletives	
"Clipped" word usage and "telegram" type responses	
Volume changes (non-verbal and verbal) from very high to low OR very low to very high OR a change in the usual volume used	
Change in type of reading undertaken	
Discussion about life being too hard	
Compulsions – cleanliness, measuring (performance, self and others against targets)	
Angry with Family/Friends and a general feeling of anger	
Feeling unappreciated	
Denigrating self or others	

NOTE : This material does not include identifying high at risk behaviours such as drug usage and thoughts of harm (to self or others) for which you should seek professional help immediately. Additionally, if the above are happening frequently, seek professional help.

# Situations of Stress

Record the events preceding the behaviour i.e. the stress trigger

<b>Pattern</b>	<b>This happened (when/at) .....</b>
<b>Avoiding friends / Avoiding social contact</b>	
<b>Suddenly becoming very outwardly expressive, ebullient, vocal</b>	
<b>Seeking long periods alone</b>	
<b>Failing to do work/employment tasks or meet work schedules/deadlines</b>	
<b>Standard of work performance and quality diminishes</b>	
<b>Failing to do non-work, non-employment tasks or meet work schedules/deadlines</b>	
<b>Change in language patterns including the use of "swear" words and expletives</b>	
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<b>Volume changes (non-verbal and verbal) from very high to low OR very low to very high OR a change in the usual volume used</b>	
<b>Change in type of reading undertaken</b>	
<b>Discussion about life being too hard</b>	
<b>Compulsions – cleanliness, measuring (performance, self and others against targets),</b>	
<b>Angry with Family/Friends and a general feeling of anger</b>	
<b>Feeling unappreciated</b>	
<b>Denigrating self or others</b>	



# **Stress Less - 1**

## **Reducing Stress**

**Now that you know the signs and triggers we can begin the management strategies.**

**There are two stages at which you can manage your stress:**

**1. When you are either approaching a trigger event;**

**OR**

**2. When you see one of the signs of stress or are in a trigger event.**

**Let's firstly deal with approaching trigger events.**

# **“Pre-Stress Event” Preparation**

**Prepare to do two things:**

**1. Act according to your values;**

**And**

**2. Manage the consequences of your actions.**



## Living According to our Values

Stress can be reduced if you live according to your values.

Hence, use this guide to plan your behaviour at the Stress Triggering Event.

<b>Upcoming Event</b>	<b>Personal Value to be Enacted</b>	<b>Your Actions</b>	<b>Impact of Actions</b>



# Consequence Management

By planning ahead you can reduce the stress you might feel.

Therefore, use this guide to plan Consequence Management i.e. anticipate what might happen and be prepared in advance.

Event	Outcomes	Consequence Management Steps
	<b>The Good</b>	
	<b>The Bad</b>	
	<b>The Ugly</b>	

# **Stress Less - 2 : Reducing Stress when you see signs of stress or are in a triggering event.**

**There are two ways to achieve this:**

**1. Manage your Attitude;**

**OR**

**2. Manage your Reactions.**

# Attitude Management

**There are two useful Neuro-Empathic Programming (NEP – a skillset of Noetic Psychology) you can try:**

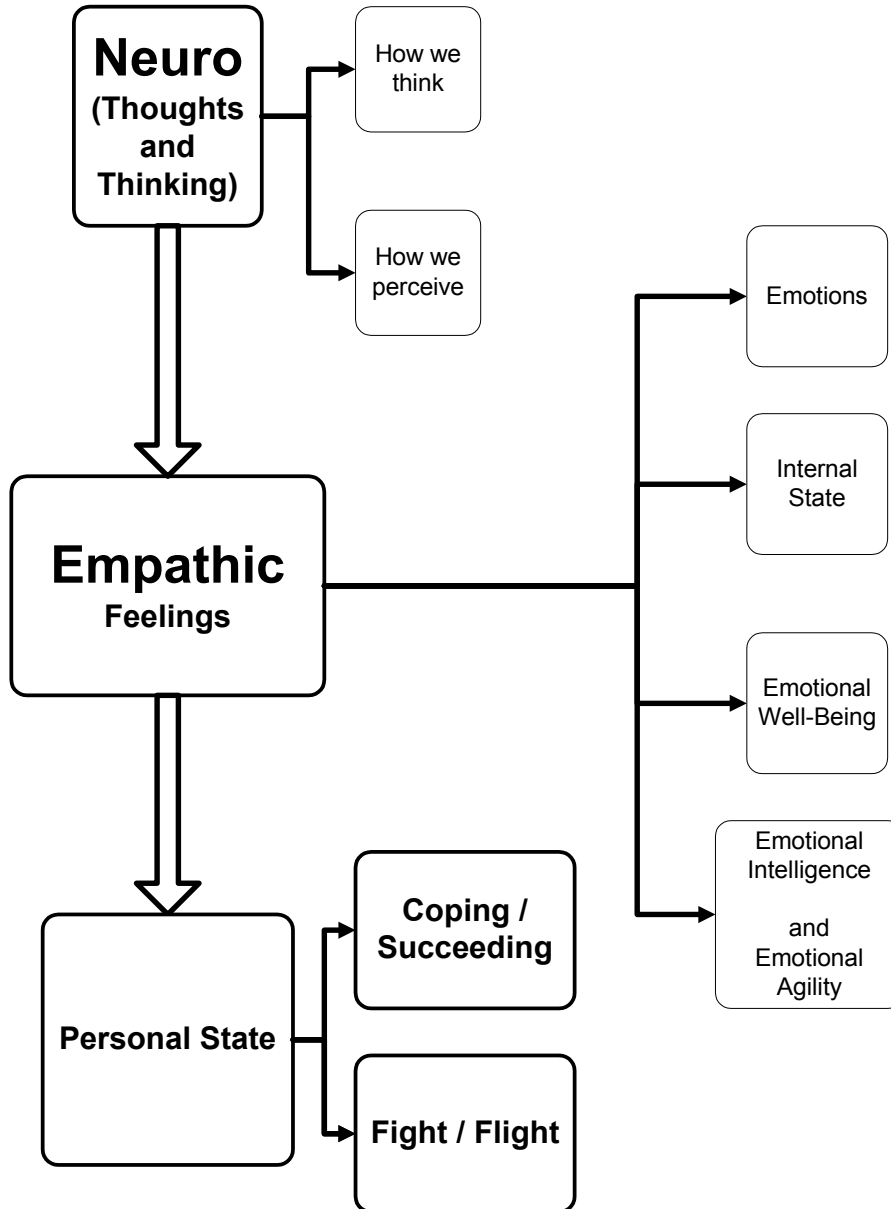
**1. The NEP reframing;**

**AND/OR**

**2. The “Attitude of Gratitude”.**

# NEP

## Life Management - Managing Our Responses to Consequences



# TFP

## Here is the explanation

### Explanation

There are two main attitudinal ways to think about a situation. They are:

1. It's all OK; OR
2. It's not OK.

Let's try way one first following through the model on the side.

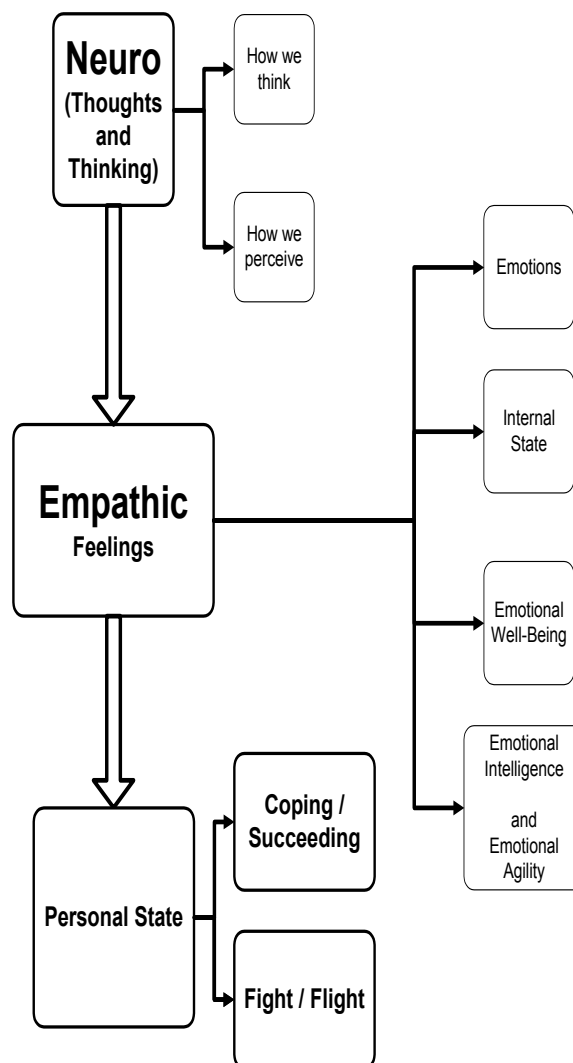
If it's all OK, your feeling will be "positive", your internal state calm, emotional well-being will be high and you can use your Emotional Intelligence/Agility (EIA). The subsequent outcome will be coping/succeeding.

If it's not OK, you may be sad or angry, your emotions will be high, your internal state will be restless, your emotional well-being will be harmed and your ability to exercise EIA diminished. You might then use a fight or flight management strategy.

Therefore, trying saying it's all OK.

Note: this material is based on ideas espoused by Albert Ellis.

### Model



## The “Attitude of Gratitude”

### Old Saying

**“As you go through life my friend,  
No matter what your goal,  
Keep your eye upon the donut,  
And not upon the whole”.**

### New Saying

**“Life is no rehearsal,  
So count your blessings now,  
For when the curtain closes,  
You only get one bow.” (Dr. Leigh Kibby)**

**These two mirror the “Attitude of Gratitude” i.e. concentrating on good things can help lower stress. The idea is to try and see something of value and worth in every situation, every person and within yourself. Alternatively, “count your blessings” (see later).**

**Try the following “Good Things” Guides, starting with the Good You.**

# The “Good Things” Guides

The following pages contain the “Good Things”  
Guides.

# The Good Me

Fill in this form so that you remind yourself of who you really are and the gifts you have.

Name	

Personal Attributes list your key qualities	
One	
Two	
Three	
Four	

Professional Attributes list your key skills	
One	
Two	
Three	
Four	
Five	

Hidden Talents list your "hidden" qualities (3) and skills (3) i.e. qualities you admire in others because, if you can see them in others, they exist within you	
One	
Two	
Three	
Four	
Five	
Six	

The Real You write a summary statement about the truth of you using the affirmative "I am"	

## The Good in Them Guide

Fill in this form so that you remind yourself of the good things in some-one who is causing (in your eyes) a stressful situation.

The Person's Name	

The Person's Attributes list key qualities by renaming "problems qualities" e.g. bull-headed becomes determined	
One	
Two	
Three	
Four	

The Person's Professional Attributes list key qualities by renaming "problems qualities" e.g. resistant becomes cautious	
One	
Two	
Three	
Four	

The Person's Hidden Talents list any "hidden" qualities (2) and skills (2) i.e. go and find out something about them that you do not know	
One	
Two	
Three	
Four	

The Real Them write a summary statement about the truth of you using the affirmative "that person is ..."	

## The Good in This Situation Guide

Fill in this form so that you remind yourself of the good things in a situation

By the way, it is not always easy to complete sections of this form. The aim is to try if, and when, it is appropriate so that you can “reframe” the situation and get some positives out of it for you. This can help reduce the stress you feel.

Date	Situation	Something .....
		..... good in the situation
		... good close to the situation
		... good as a result of the situation
		..... I learnt about me and how I grew/changed,/developed,/evolved in the situation

## The “Count Your Blessings” Guide

Use this form to help you remember your blessings.

<p><b>A Blessing in the form of a relationship</b></p> <p>i.e. Someone who cares about me</p> <p>a AND/OR</p> <p>Someone I care about</p>	<p><b>A Blessing in the form of a thing</b></p> <p>i.e. Something I enjoy</p> <p>a AND/OR</p> <p>Something I do</p>	<p><b>A Blessing in the form of a thing I can see</b></p> <p>e.g. Something in nature or an object or a piece of art</p>	<p><b>A Blessing in the form of a an action I can take</b></p> <p>e.g. Something I can do now</p>

**NOW GO AND TELL SOMEONE ABOUT ONE OF THESE!!!!!!!!!!**

# Reaction Management

## Managing Your Reactions to Stress

There are three key aspects to manage :

**1. Physical;**

**2. Emotional; and**

**3. Intellectual.**



# The “Managing Physical Reactions” Guides

The following pages contain the “Managing Physical Reactions” Guides.

There are two steps in Managing Physical reactions :

**1. See the sign;**

**2. Note the situation;**

**Then**

**3. Respond.**

# Some Physical Signs of Stress

Here are some of the physical signs of stress, tick the box if you see any of these in your life.

Pattern	Yes I have noticed this lately
Face becomes flushed	
Heart rate increases	
Clearing throat when wanting to speak	
Hands shaky	
Queasy feeling in the stomach	
Upset stomach	
Volume of voice increases or decreases markedly	
Difficult swallowing	
Inability to concentrate	
Fidgeting / Tapping (hands or feet)	
Weak feeling at the knees	
Headache	
Tiredness / Lethargy	

**Note : It is a good idea to seek medical advice if you notice these signs.**

# Situations related to the Physical Signs of Stress

Record the events preceding the behaviour i.e. the stress trigger

<b>Pattern</b>	<b>This happened (when/at) .....</b>
<b>Face becomes flushed</b>	
<b>Heart rate increases</b>	
<b>Clearing throat when wanting to speak</b>	
<b>Hands shaky</b>	
<b>Queasy feeling in the stomach</b>	
<b>Upset stomach</b>	
<b>Volume of voice increases or decreases markedly</b>	
<b>Difficult swallowing</b>	
<b>Inability to concentrate</b>	
<b>Fidgeting / Tapping (hands or feet)</b>	
<b>Weak feeling at the knees</b>	
<b>Headache</b>	
<b>Tiredness / Lethargy</b>	

# Some Responses

## to the Physical Signs of Stress

Pattern	In the Situation	Pre or Post Situation
Face becomes flushed	Breath slowly	Find a quiet place, sit down, feet on floor, breath slowly
Heart rate increases	Place hand on stomach and notice its movement in and out as you breath	Find a quiet place, sit down, feet on floor, breath slowly
Clearing throat when wanting to speak	Pause, drink some water	Sing a simple song quietly to yourself
Hands shaky	Hold hands together and briefly squeeze and release, repeat this three times	Find a quiet place, sit down, feet on floor, breath slowly
Queasy feeling in the stomach	Drink some water	Find a quiet place, sit down, feet on floor, breath slowly, repeat to yourself "I am OK, it is OK" 30 times
Upset stomach	Drink some water, Breath slowly	Find a quiet place, sit down, feet on floor, breath slowly, repeat to yourself "All is well, I am well" 30 times
Volume of voice increases or decreases markedly	Speak slowly	Sing a simple song quietly to yourself
Difficult swallowing	Drink some water, Breath slowly	Hum for thirty second with a monotone then hum for 30 seconds high and low tones
Inability to concentrate	Record two things you are hearing or thinking,	Say to yourself "This feeling is interesting"
Fidgeting / Tapping (hands or feet)	Push feet into floor briefly then relax, repat this three times	Hop/Skip or jump for one minute
Weak feeling at the knees	Say to yourself "I am OK"	Sit down and rub palms along thighs towards the knees, medium pressure, for 2 minutes
Headache	Drink some water, Breath slowly	Go outside for a 15 minute walk
Tiredness / Lethargy	Breath slowly, Record two things you are hearing or thinking	Go outside for a 15 minute walk

**For regular problems, see a doctor and consider massage or other physical therapy.**

# The “Managing Emotional Reactions” Guides

The key here is to :

**1. follow the NEP Plan for Managing Emotions and Thinking (see pages 10 – 13)**

**and/or**

**2. Undertake a relevant Stress Management Program (e.g. EQ-Factor : Less Stress)**

**and/or**

**3. Seek professional help.**

# Managing “Intellectual Reactions” Guides

The key here is to follow a Life Plan and have Life Management Strategies in place

See the following pages



# **Life Management Strategies for Managing Stress**

**Stress can result from difficulties in Managing  
life's many demands.**

**The following pages have a few quick clues for  
action you can take.**

# Life Management Strategies

One useful step is to write a Work/Life Action Plan and then Prioritise (see Work/Life Plan and Curious which follows).

In conjunction with that, the following tips might help.

Situation	Action
<b>Little time with life partner</b>	<ol style="list-style-type: none"> <li>1. Book a regular date</li> <li>2. Consciously look your partner in the eyes at least once every day</li> <li>3. Hold hands for 2 minutes twice per week</li> <li>4. Establish a message bank or in tray, record low urgency items on pieces of paper and schedule a weekly meeting to address these.</li> <li>5. Have a “nothing time” i.e. a space just to do nothing and then fill it with “idle chatter” or a walk or reading whilst sitting near one another</li> </ol>
<b>Little time with family</b>	<ol style="list-style-type: none"> <li>1. Have a family meeting scheduled twice per week</li> <li>2. Make a family “To Do” List and tick when done. Review this at the family meeting.</li> <li>3. Establish a family activity board for recording family activities (individual, part family and whole family)</li> <li>4. Family achievements – record (anyone to write these in a public place ) achievements/activities of individuals and family and discuss these at the meeting.</li> <li>5. Meet members of the extended family regularly.</li> </ol>
<b>Little time with friends</b>	<ol style="list-style-type: none"> <li>1. Book times in advance.</li> <li>2. Drop in unexpectedly – good friends will probably handle this.</li> <li>3. Phone to say hello – schedule these calls.</li> </ol>
<b>Work Management</b>	<ol style="list-style-type: none"> <li>1. Establish “Outside Work” time as a important and manage work to achieve these (see living by Your Values and Consequence Management earlier in this booklet).</li> <li>2. Run work as project management (see the Good Management Guides written by Dr. Leigh Kibby).</li> <li>3. Leave work on time at least 80% of the time.</li> <li>4. Schedule “People Time” at work where you acknowledge/celebrate birthdays, special events, long-service etc.</li> </ol>

# “Work-Life” Plan

## Work-Life Plan Page One

Complete the left side of the two pages of the plan first, than plan your work to fulfil your life Vision and Goals. This then becomes your strategy plan follow it, live by your values and celebrate goals achieved along the way.

<b>Vision</b>	
your personal “cloud nine” / your dream / the things you want to do for you	
<b>Life Vision</b>	<b>Work Vision</b>

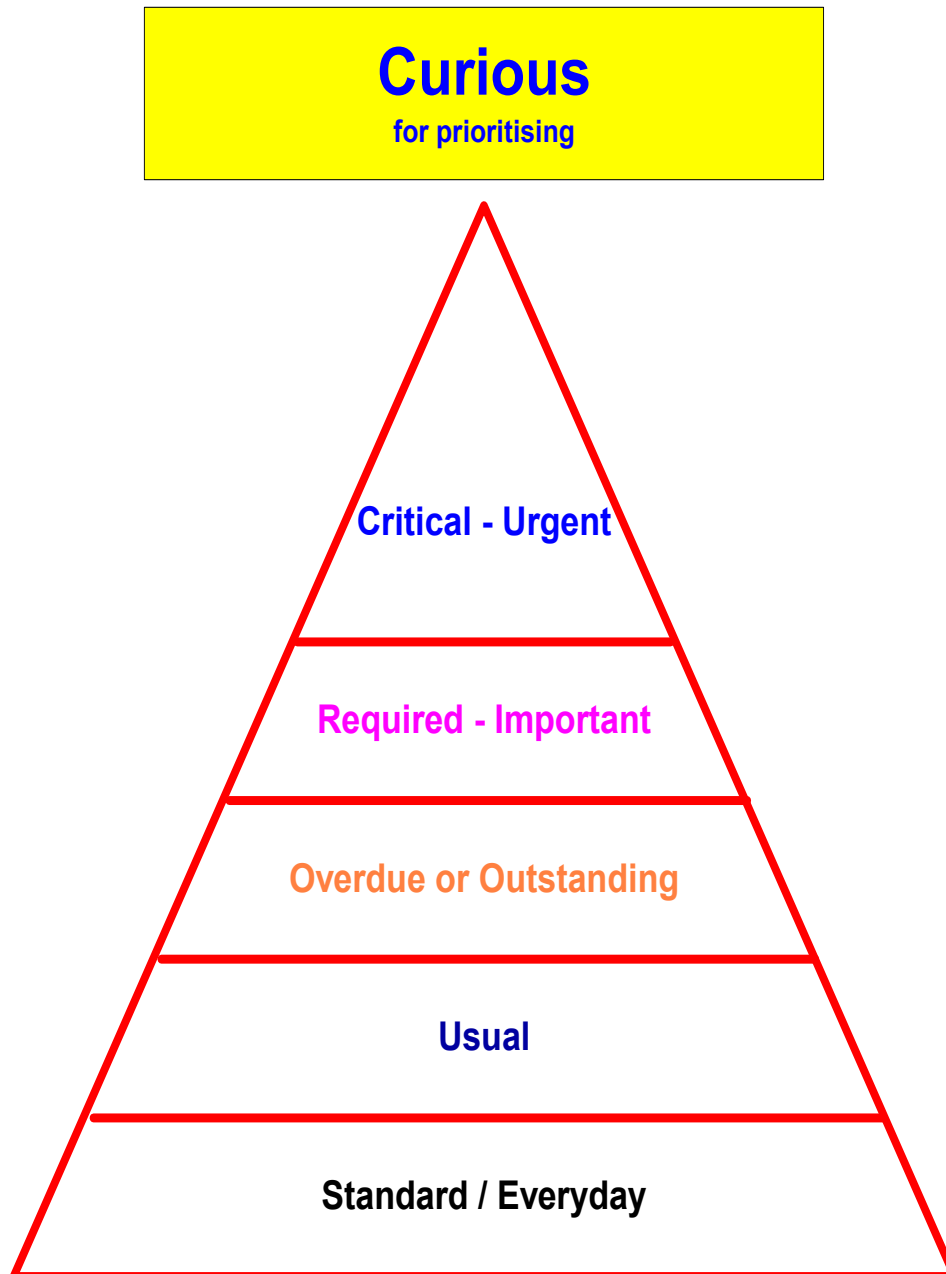
<b>Beliefs</b>	
the fundamental principles and beliefs that guide you - list six to eight	
<b>Life Beliefs and Values</b>	<b>Work Beliefs and Values</b>

**Work-Life Plan Page Two**

<b>Goals</b>			
the real achievable outcomes - simply list these			
Specific - Measurable - Achievable - Realistic - Timeframes (SMART goals)			
<b>Life Goals</b>		<b>Work Goals</b>	
<b>6 Months</b>		<b>6 Months</b>	
<b>9 Months</b>		<b>9 Months</b>	
<b>12 Months</b>		<b>12 Months</b>	
<b>2 Years</b>		<b>2 Years</b>	
<b>5 Years</b>		<b>5 Years</b>	

<b>Processes</b>
the things you will do - the plans you have in place or need to put in place

**Use this guide to prioritise action, doing the Critical and Urgent first and the Standard/Everyday last.**



**This is the end of the  
De-Stress Book.**

**If you need more help with Stress  
Management, seek professional advice or  
try a course like “Less Stress” for details  
email [info@kinematic.com.au](mailto:info@kinematic.com.au) .**

**Remember, this test is not  
comprehensive and is not a substitute  
for professional advice or intervention.**

**Good Luck for the future.**