



# Finding Calm in our 'New Normal'



**Micro-skills for you to help you find calm when feeling overwhelmed in our 'new normal' during the COVID-19 pandemic.**

1

**Remove one thing** - You may be responsible but ask yourself if it needs to be done today so you can focus on priorities.

2

**Normalize anxiety** - It is common to feel anxious in unfamiliar situations that are unpredictable. Just ride the wave to allow the brain to learn.

3

**Stop multitasking** - focus on one thing at a time.

4

**Forget perfectionism** - can lead to psychological distress; done is better than perfect.

5

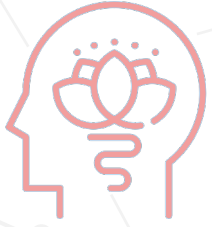
**Autogenic programming** - When feeling anxious, train your brain to take a deep breath 3 times and say to yourself "I do not have to do everything now"

6

**Walk not run** - Practice going from slowing down to speeding up.

7

**Daily call list** - Create a daily action list and avoid the urge to add.



# Finding Calm in our 'New Normal'



**Micro-skills for you to help you communicate to others in our 'new normal' during the COVID-19 pandemic.**

1

Delegate - What are some of the tasks you can get some help with, or pass on to another?

2

Set Work Boundaries - Understand that 'No' is a word that you can use.

3

Challenge assumptions - Do not assume that certain tasks must get done.

**Remember: we are like batteries and each day we may start at a different level of charge**

