

## Skills for Your Toolkit

Common techniques used during times of distress:

### REGAIN YOUR FOCUS:

- Pick an activity at work that doesn't require a lot of thinking at first. You want to be able to complete tasks without increasing stress. Going through mail, organizing things on your desk, cleaning out files, etc.
- Read lightweight material that doesn't require advanced thinking.
- Start out by trying to concentrate on tasks for only short periods of time. Forcing yourself to concentrate usually leads to frustration.
- Try doing different tasks that you enjoy for short periods of time.

### MAINTAIN YOUR SCHEDULE:

- Maintaining your full schedule may seem a bit too much at first, however, engaging in the basics such as wakeup time, eating regularly, and meeting friends and family may help to normalize things around you.
- Plan time to be with others and time to spend quietly. Prepare in your mind who you would like to share your experience with, how much you want to share, and when. This will make it more enjoyable when you are around others because you have the control.
- Try not to introduce a lot of new activities to reduce feeling overwhelmed. We all do better with things which are familiar when feeling distracted or not quite ourselves. Going on 'autopilot' can be comforting during these times.

### TAKE CONTROL:

- Sometimes after experiencing a crisis, things around us feel pretty out of control. Recognize what you have control over, e.g., your schedule, your exposure to certain aspects of the event, how you want to manage your reactions, who you select as your support systems. You have more control than you think.
- Let others know what you need, so that you will receive the support that you want – not the support that others THINK you want.
- Ask for additional resources that are available to you in the event that you need more. Take action NOW rather than later.

**Remember, additional supportive resources are always available if you think you aren't managing your reactions as well as you'd like. You are the expert on your own recovery. Let others know what you need!**