

# Quietosophy<sup>®</sup>

**The Introvert's Guide to Managing Stress  
and Overwhelm in Uncertain Times**

**The Workbook**

# ABOUT THE Workbook

## What to expect:

This workbook builds on the concepts from my presentation as part of the Quietly Successful Summit to help you managing stress and overwhelm in uncertain times. Starting with:

**The 3 Ms**   **Managing Stress**  
**Managing Uncertainty**  
**Managing Overwhelm**

Firstly, you are going to have the opportunity to explore how the 3 Ms relate to you and how you can make positive changes to build you resilience while identifying tools and strategies that work for you.

Secondly, you will track your stress levels over a four-week period noting what caused the stress and what helped you to relax; while keeping an eye out for things to be grateful for too. This will help build your awareness and understanding of what causes you stress and what you need to manage it.

Finally, there will be another chance to reflect to identify what will help you stay on an even keel in the future.

The initial work will probably take around 30-60 minutes and it will then take a 5-10 minutes each day for the next 28 days.

After four weeks, you will feel more able to predict items that may trigger you as well as having a handy list of simple practices that help you manage feelings of stress and overwhelm; and that you can easily fit into your daily routine.

I hope you will find the process enlightening and I'd love to here how you get on.

You can contact me at [sophie@quietosophy.com](mailto:sophie@quietosophy.com)

# A BIT ABOUT Stress

## What is stress?

It can be hard to pin down exactly what stress means, and in fact there is no medical definition for it. However, I'm sure you know what it feels like.

Stress doesn't have to be a bad thing. It is a part of life and can help you take action and feel more energised. In fact, there are times that your stress response might literally save your life by the way you react in a dangerous or life-threatening situation.

However, stress becomes problematic when your stress levels stay heightened and don't return to a base level of calm.

This can lead to chronic stress where your cortisol and adrenaline levels stay raised and your body is constantly on high alert, ready to fly, fight or freeze.

### **Some of the ways stress can affect you physically and emotionally:**

- You may have problems sleeping
- You may be physically tense
- You might feel overwhelmed
- You may be afraid of what's happening day to day or have a sense of dread of the future
- You may find it hard to switch off
- You may become impatient or irritable
- You might find it hard to concentrate or to make decisions

### **Benefits of having a proactive stress management practice:**

- More motivation, energy, creativity and productivity
- Less stress – at home and at work
- Better sleep
- Greater clarity and focus
- Improved decision making
- Better coping strategies
- Higher self-esteem and self-confidence
- Lower anxiety levels

# THE STRESS Scale



## What is it and how does it work?

The stress scale runs from 0 calm to 10 overwhelmed. I'd like you to check in with your stress levels every day for the next four weeks.

You could pause to reflect how you are feeling morning, afternoon and evening; but as long as you record your stress levels once a day you will be able to track if your stress levels vary from day to day, are consistently high, or are creeping ever upwards.

In addition to recording your stress levels, I'd like you to think about which events or thoughts triggered your stress response and what you did to cope.

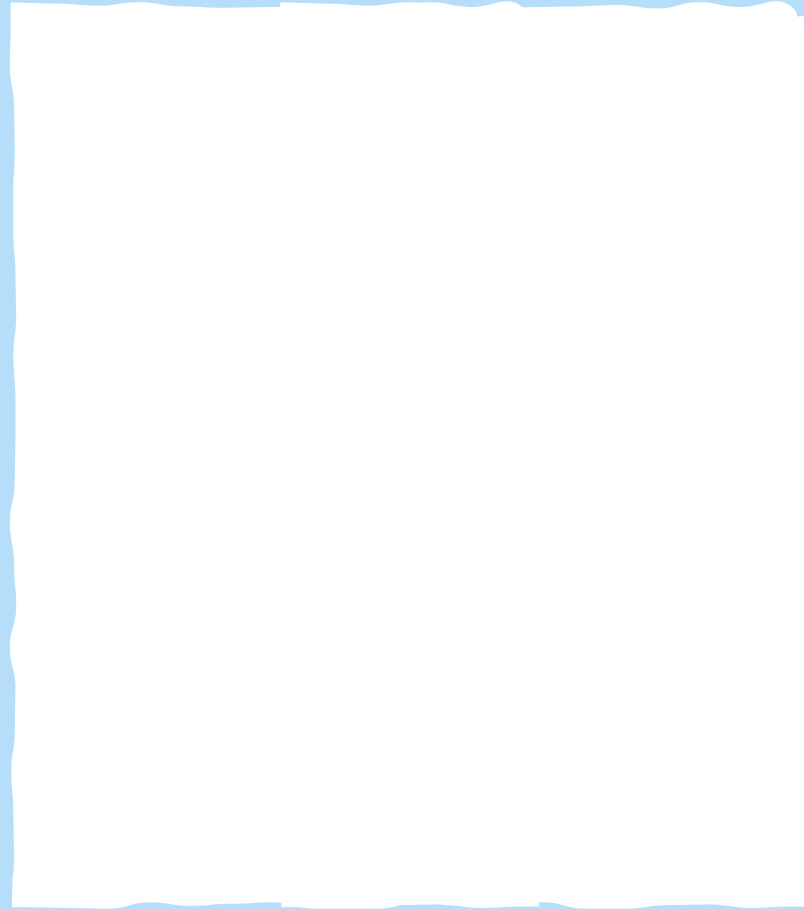
Over the course of four weeks you will build a clear picture of your relationship with stress and identify tools and strategies that can help you manage feeling of stress and overwhelm more effectively.

# MANAGING Stress

What stresses me



What relaxes me



# A BIT ABOUT Uncertainty

When faced with uncertainty, it can be easy for the stress response to kick in forcing you into fight or flight mode. When this happens, it is harder for you to see with clarity. Dealing with uncertainty can be a bit like being on a rollercoaster.

Uncertainty makes us uncomfortable because we like to be in control and when this isn't possible, we don't always like to go with the flow. Introverts are often overthinkers so uncertainty can cause the perfect storm. What can you do to help?

Look at what is and what isn't in your control.

Concentrate your focus and energy on what is in your control and you can change, rather than a long list of 'what ifs'. You also have control over your mindset and how you approach life. It can be hard to remember that if you have having a bad day, but it's true. You will benefit from a pragmatic, practical approach that doesn't downplay the seriousness of the situation but concentrates on where you can make a difference rather than worrying about a lot of 'what ifs' that may not even happen.

Identify resources that support you

When uncertainty unsettles you, it is likely that you will completely forget about what you have access to that can help you. These may not be actual physical resources, but could be previous life experiences when you dealt with uncertainty. Or it may be friends, colleagues or family that you can reach out to. Maybe it's reminding yourself that you feel better when you make time for exercise.

Start a gratitude practice

This is a wonderful way to help rewire your brain to start seeing the positives. Gratitude has been shown to enhance your long-term happiness, reduce stress, increase self-esteem, improve your relationships, make you more effective at work, make you more patient and improve your overall health. Each day think of three things you are grateful for. Some days this can seem difficult if it feels like nothing has gone your way, but there will always be something that you can be grateful for. Identify what that is, even if it's tiny.

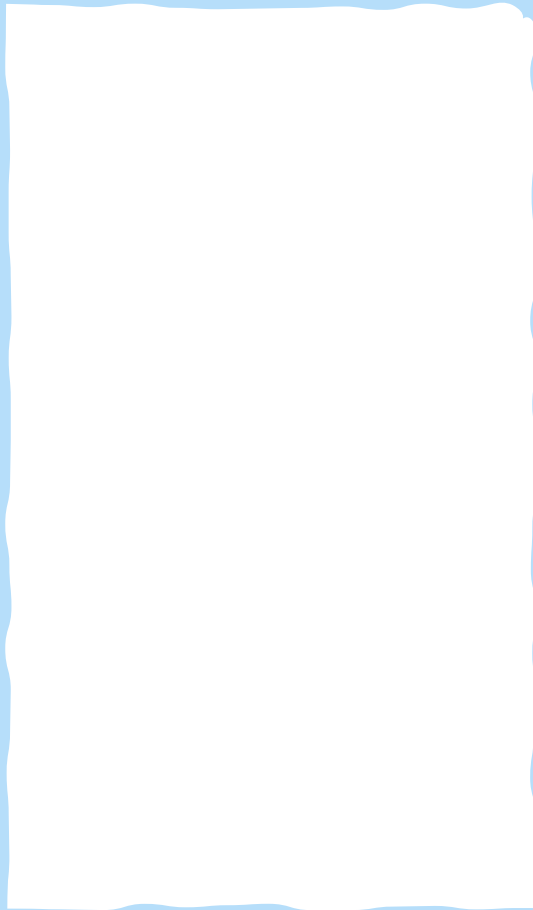
I am not suggesting that you put a positive spin on the world. This is unrealistic and unhelpful. In fact, toxic positivity – where you only focus on the positive and totally ignore anything even vaguely negative – only succeeds in putting more pressure on yourself. I recommend being a realistic optimist instead: where you hope and dream for the best and you're able to check those hopes and dreams against a likely reality.

# MANAGING Uncertainty

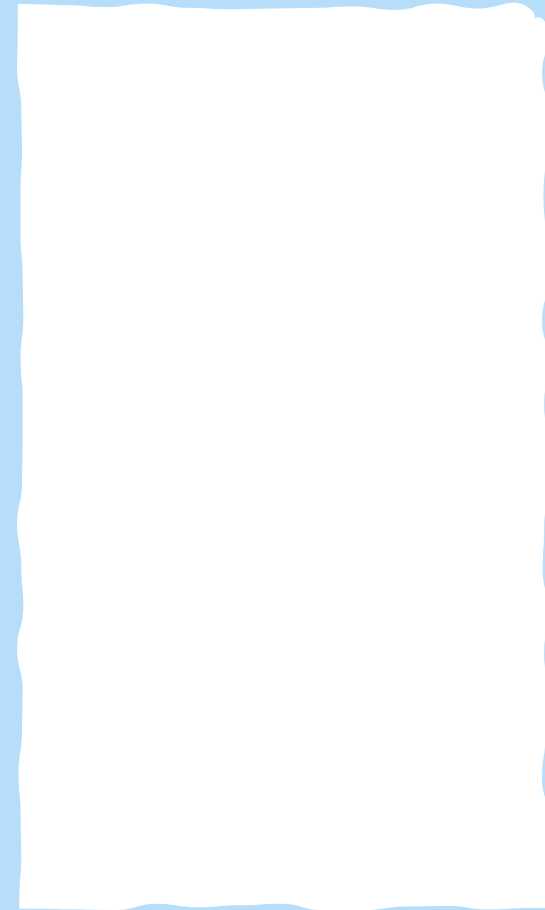
In my Control



Out of my Control



Resources



# A BIT ABOUT Energy

Managing your energy successfully as an introvert is essential to cope with stress and overwhelm. Having quiet time when you're not trying to do anything else will recharge your introvert batteries.

It can be hard to keep an even energy supply, as blocking out restorative niches of time constantly fights with all your other commitments. However, failing to carve out quiet times to be able to recharge, can lead to an inability to make decisions, irritability, exhaustion and even burnout. Doesn't sound great, right? Here are my top tips to manage energy:

## Recognise your capacity

Firstly, accept that you are not super-human and that you do have a finite supply of energy. With the right management it will allow you to do everything that you want to, but you need to be proactive with your energy management rather than keep pushing yourself until you can't take any more.

## Make a list of what drains and what restores you

You might be surprised by what you find. Having a list in place of what adds to and depletes your energy will give you a clearer idea of where you need to focus on balancing your energy levels.

## Plan

Think about what you have coming up over the next few weeks and take note of any red flags energy-wise. I recommend making a plan at the beginning of each week that includes time to restore and recharge. This doesn't necessarily need to be a huge amount of time. Often 20 minutes with a cup of tea or reading your book will suffice. You know what you need.

## Boundaries

While it can be relatively easy to make a plan, often actually sticking to it is the hard bit. Put boundaries in place to make your time to recharge non-negotiable and schedule it into your week as you would with work and other commitments. Give yourself permission to understand that this is not a nice to have, but essential for you to function.

## Explain

Not everyone will understand your need for time alone and may take it personally that you don't want to be them. This couldn't be further from the truth. Explain clearly to them why you need this time. Not only will you benefit, but those around you will as well!

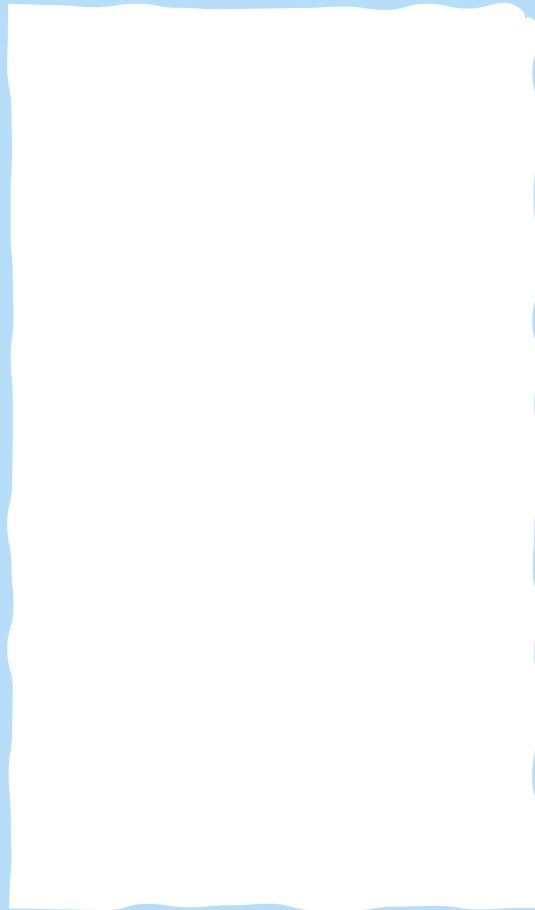


# MANAGING Energy

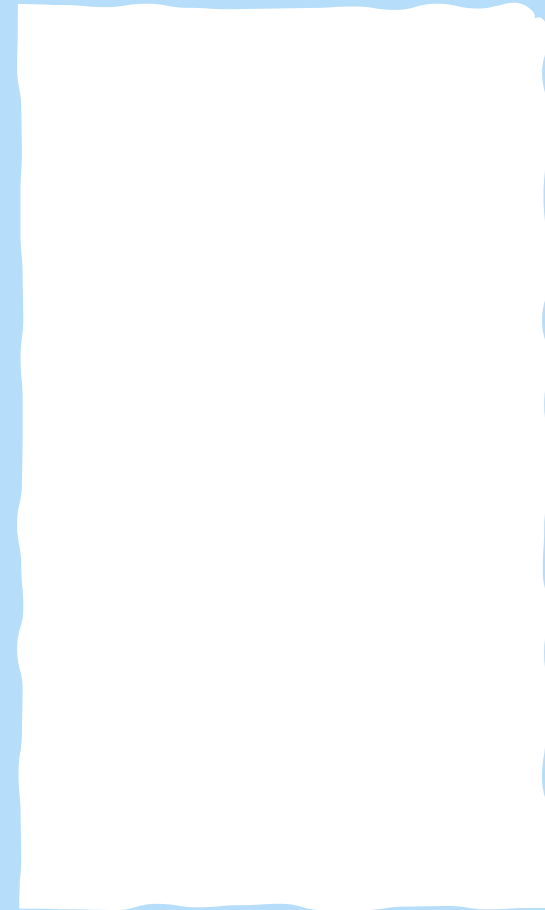
What Drains Me



What Restores Me



Boundaries



# PUTTING IT Into Practice

Now that you have had a chance to reflect, this is where you can really start to make a difference.

Input how your day has been daily for the next 4 weeks.

- Record your stress level(s)
- Add what made you stressed
- Include what did you do in response to the stressful events. Did it help?
- Think of three things you are grateful for.

It really is as simple as that. It will take you no longer than 5-10 minutes per day.

You will gain lots of valuable insights into what does and doesn't work for you, while tracking your stress levels.

As you become more aware of things that trigger you and things that help (don't forget about your resource list!), you will be able to incorporate changes into your day to day that will help you build resilience and cope better.

And finally, my top tip would be to keep the workbook somewhere accessible so it is as easy as possible to complete every day.

Let me know how you get on.

# WEEK ONE Tracker

	STRESS 0-10	WHAT CAUSED ME STRESS	WHAT I DID	HELPED Y/N	3 THINGS I'M GRATEFUL FOR
Example	5	Alarm didn't go off/ Meeting overran/ Argued with partner	Cup of tea/ Went for a walk	Yes	1. Slept well - too well! 2. Good talk with client 3. Finished book
MONDAY					1. 2. 3.
TUESDAY					1. 2. 3.
WEDNESDAY					1. 2. 3.
THURSDAY					1. 2. 3.
FRIDAY					1. 2. 3.
SATURDAY					1. 2. 3.
SUNDAY					1. 2. 3.

# WEEK TWO Tracker

	STRESS 0-10	WHAT CAUSED ME STRESS	WHAT I DID	HELPED Y/N	3 THINGS I'M GRATEFUL FOR
Example	5	Alarm didn't go off/ Meeting overran/ Argued with partner	Cup of tea/ Went for a walk	Yes	1. Slept well - too well! 2. Good talk with client 3. Finished book
MONDAY					1. 2. 3.
TUESDAY					1. 2. 3.
WEDNESDAY					1. 2. 3.
THURSDAY					1. 2. 3.
FRIDAY					1. 2. 3.
SATURDAY					1. 2. 3.
SUNDAY					1. 2. 3.

# WEEK THREE Tracker

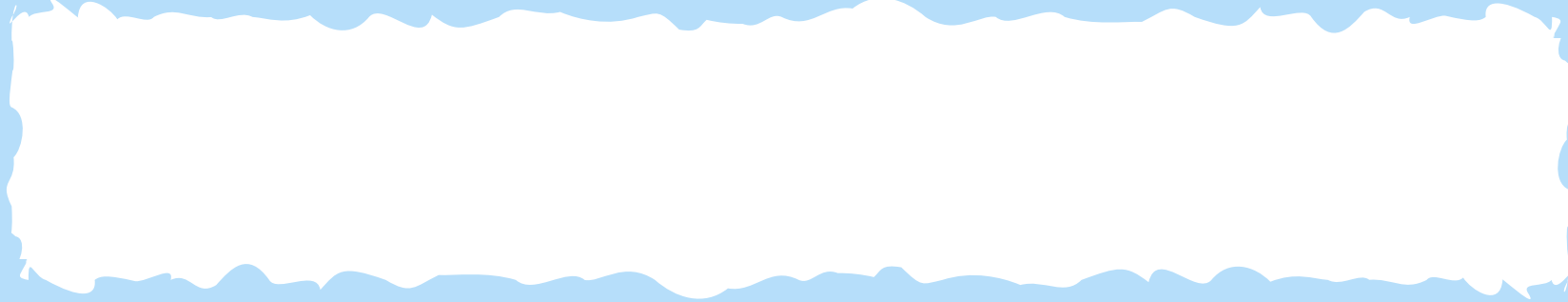
	STRESS 0-10	WHAT CAUSED ME STRESS	WHAT I DID	HELPED Y/N	3 THINGS I'M GRATEFUL FOR
Example	5	Alarm didn't go off/ Meeting overran/ Argued with partner	Cup of tea/ Went for a walk	Yes	1. Slept well - too well! 2. Good talk with client 3. Finished book
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THURSDAY					1. 2. 3.
FRIDAY					1. 2. 3.
SATURDAY					1. 2. 3.
SUNDAY					1. 2. 3.

# WEEK FOUR Tracker

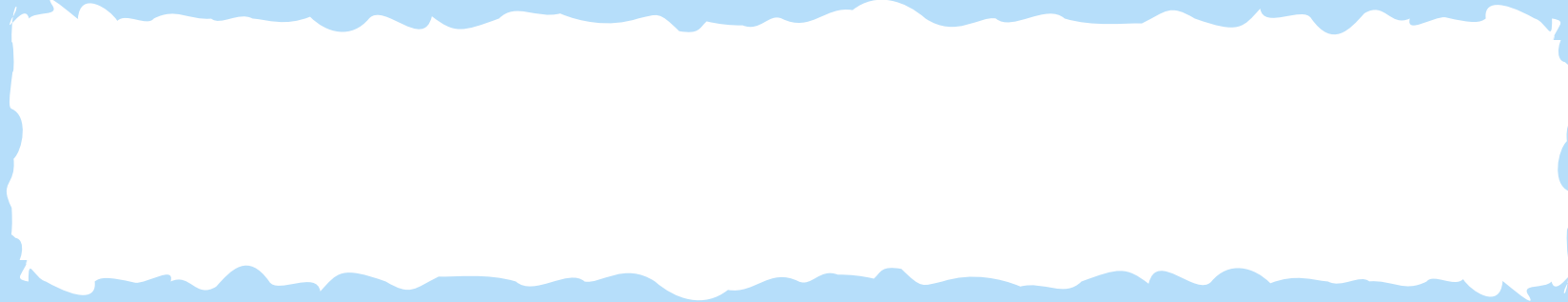
	STRESS 0-10	WHAT CAUSED ME STRESS	WHAT IDID	HELPED Y/N	3 THINGS I'M GRATEFUL FOR
Example	5	Alarm didn't go off/ Meeting overran/ Argued with partner	Cup of tea/ Went for a walk	Yes	1. Slept well - too well! 2. Good talk with client 3. Finished book
MONDAY					1. 2. 3.
TUESDAY					1. 2. 3.
WEDNESDAY					1. 2. 3.
THURSDAY					1. 2. 3.
FRIDAY					1. 2. 3.
SATURDAY					1. 2. 3.
SUNDAY					1. 2. 3.

# FINAL Reflections

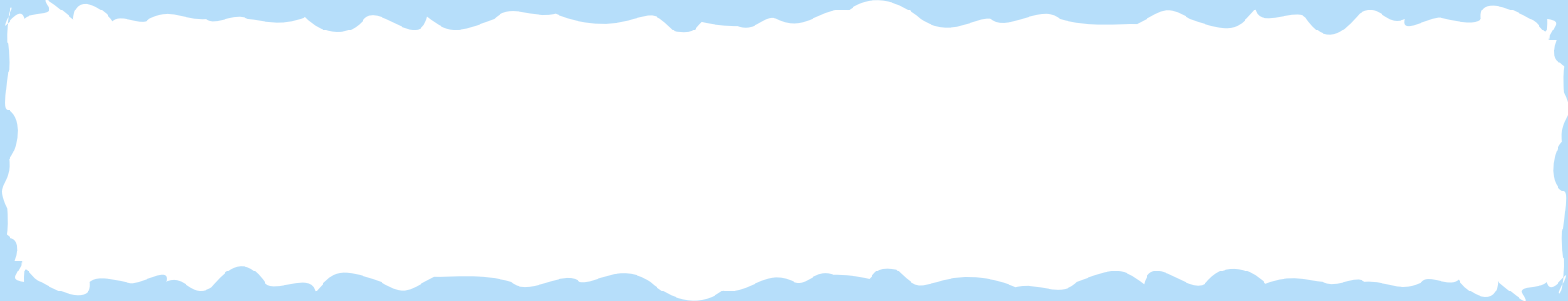
What have you learnt over the past 4 weeks? Any surprises?



What will you incorporate into your routine to help in difficult times?



What will help you stay on track?









I hope you've enjoyed the past few weeks and now have better understanding of your relationship with stress as well as identifying some great tools and strategies to help you cope better whatever life throws at you.

I'd love to hear how you've got on, so please let me know at [sophie@quietosophy.com](mailto:sophie@quietosophy.com).

And if you'd like further information about my coaching and courses it can be found at [www.quietosophy.com](http://www.quietosophy.com), or contact me directly.

*Sophie*