

The Whole Brain®
Stress Management
TOOLKIT

Stress got you off course?
This toolkit is what you
need to stay the captain
of your own ship.

The Whole Brain® Stress Management Toolkit

For many of us, stress has become the constant companion in our daily lives. Change is happening at an unprecedented rate, disruptions are everywhere, the waves keep rising and falling, and there seems to be no end in sight.

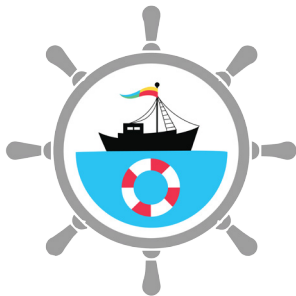
In fact, there isn't. This is the reality of today's world. But because it feels like we're being sucked into a vortex we can't control, we've become reactive, unconscious in our thinking.

The good news? Stress doesn't have to be the villain in this story. You can take back control and even learn to use stress to your advantage. It starts with managing your thinking instead of letting it manage you.

Think of it as being the captain of your own brain. Just like any good captain, you should be paying attention to and managing this asset, deliberately adapting how you use it based on the changing tides and conditions you face.

This toolkit will help you take control over your most powerful resource—and the one thing you always have control over—your brain.

Let's get started!



What's In This Toolkit



**If stress has you tied in knots,
the first thing you need to do
is untangle your thinking.**



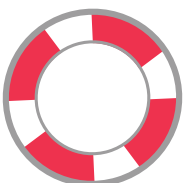
*In this toolkit you'll find models,
strategies and tips to help you:*



Understand the basics of how your brain works so you can learn to manage it rather than letting it manage you.



Use your whole brain so that your entire crew of thinking selves is on board and doing their part to navigate through stormy seas.



Build your thinking agility to manage stress and minimize the noise.



**Get Ready for
Smoother Sailing**

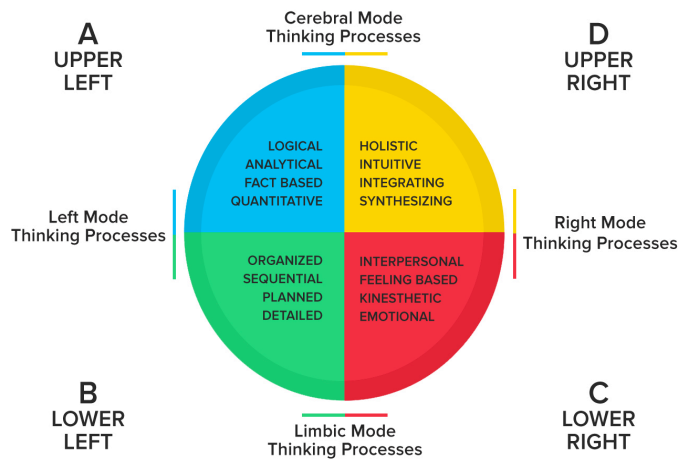


Charting Your Thinking System

The Whole Brain® Model and Thinking Preferences

The Whole Brain® Model is a metaphor for how people tend to use their brains and how their thinking works. It shows that thinking falls into four preference clusters that everyone has access to:

The Whole Brain® Model

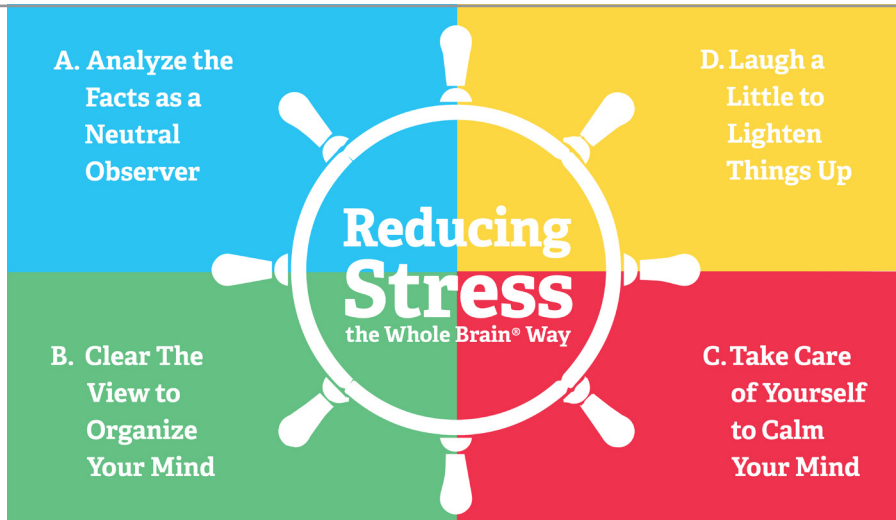


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Think of this as your thinking system, comprised of four different thinking “selves.” You have a full crew of these four thinking selves available to you, but if you’re like most of us, you probably prefer to use some over others.



Reducing Stress the Whole Brain® Way



All Hands On Deck: Using Your Whole Brain

Herrmann International's more than 30 years of research on the brain and its impact on business performance has shown that it's not just what you think but *how you think* that gets results.

The good news is that while you may prefer certain modes of thinking over others, everyone has access to their whole brains—in other words, all four quadrants of thinking are available to you.

Once you discover what your preferences are and what areas you tend to avoid or overlook, you can learn how to tap into and expand your thinking so you can optimize your approach to different situations, people and problems. This is the skill of Whole Brain® Thinking.

Whole Brain® Thinking gives you a way to take back control and flex your thinking agility so you can face those stressful situations with a clear head.



Drop an Anchor & get deliberate about your thinking.

A) Analyze the Facts as a Neutral Observer

- Look at your situation as if you were a reporter or other outside observer, gathering and documenting only the facts.
- Do your research and review alternatives with a critical eye.
- Analyze your options before making any radical decisions.
- Define what's most important so you know where to focus and what you might be overlooking.
- Talk to an expert, mentor or knowledgeable person in your network to find out how they would handle your situation.
- Be realistic and accept reality, but don't get mired in today's stresses; keep your long-term goals and objectives in mind.

B) Clear The View to Organize Your Mind

- Unclutter your life; get rid of things you don't use/need.
- Create a "not to-do" list, and determine what you should stop doing.
- Plan on having half the time and resources you assume you will have.
- Control what you can to allow yourself to get done what needs to get done (e.g., get up 15 minutes earlier, use time management tools, etc.).
- Don't rely on your memory—write everything down.
- Practice preventive maintenance with everything (car, body, etc.).
- Say "no" more often; don't allow yourself to overcommit.

C) Take Care of Yourself to Calm Your Mind

- Schedule tasks so that you do the most difficult ones when you have the most energy.
- Engage others for help, and bring in the diversity of thought to thought to complement your mental strengths.
- Get some physical touch (friend, pet, parent, etc.), and talk to someone about what's bothering you.
- Take time out to relax physically and psychologically, even if it's just a 5-minute mental break.
- Reward yourself after stressful activities.
- Recognize that learning and growing can be uncomfortable; prepare yourself for the stress and the stretch.
- Disconnect from technology, and practice quiet mindfulness to unwind before bedtime.

D) Laugh a Little to Lighten Things Up

- Put fun in your day every day, and make a point to look for the humor in it. (It must be in there somewhere!)
- Loosen up, decide to “let it go” and relax your standards.
- Ask “what if” questions to shift your thinking away from today to the future.
- Ask questions and brainstorm when you feel stuck.
- Make a spontaneous decision to change your mindset when stress hits—go for a walk, listen to music, talk to a friend, think in new ways.
- Use “out of the box” ideas to address your challenges.
- Create a culture of experimentation that enables a “fail fast, fail cheap” approach for trying things out.

Smooth Sailing: Building Your Thinking Agility



When we're under stress, it can have a ripple effect on those we come into contact with. Sometimes you might be the stressed-out party, and sometimes you might be on the receiving end.

For smoother sailing all around, it helps to know how stress can impact the thinking of those around you and what might cause them to feel stressed. Looking at the triggers by thinking preference is an easy way to quickly understand how different thinkers “get hooked”—and how to preempt the stress altogether.

Catch and release those stress triggers.

Avoiding Stress Triggers with Others

- A Typical Stressors to Avoid for A**
- Unclear goals and moving targets
 - Excessive drama and emotions
 - Vague, ambiguous answers
 - Illogical decisions
 - Inefficiencies and time/money wasting
 - Absence of clarity, focus and reality checks
 - Lack of facts or data to substantiate ideas
 - Avoidable financial mishaps

- D. Typical Stressors to Avoid for D D**
- Absence of ideas and creative problem solving
 - Inflexibility in a changing world
 - Focus on control vs. new thinking
 - Getting bogged down in detail and numbers in lieu of the big picture
 - No long range perspective
 - Absence of opportunities to be innovative or spontaneously respond
 - Feeling “boxed in”

- B Typical Stressors to Avoid for B**
- Out-of-control atmosphere
 - Changes in plans mid-route
 - Unstructured, unpredictable events
 - Too fast a pace of change
 - Inability to plan due to unknowns
 - Unfinished business with no known deadline or outcomes
 - Poor planning
 - Change in routine
 - Unexpected delays

- Typical Stressors to Avoid for C C**
- Lack of participation in change decisions
 - No communication about what is going on
 - Impersonal handling & decision making
 - Lack of personal interaction
 - Uncomfortable work environments
 - No opportunity to provide input
 - Lack of personal support

IT'S TIME TO GET SMARTER ABOUT STRESS

The only antidote to an increasingly stressful world is to get deliberate about your thinking. Make the choice to take back control of that most valuable resource you have—your brain.

READY TO GO DEEPER? GET THE HBDI®!

The Herrmann Brain Dominance Instrument® (HBDI®) is the highly validated 120-question assessment at the heart of the Whole Brain® Thinking approach. It defines and describes a thinker's degrees of preferences for thinking across the four quadrants of the Whole Brain® Model.

It also reveals your “under pressure” profile, revealing how your thinking shifts when you're dealing with stress and pressure—and how to use that information to be more productive and effective in any situation.

HBDI® assessments are available for individuals, pairs and teams, providing a wealth of information, tools and insights for navigating today's complex business environment more successfully.

Contact us today to help your team manage their thinking—before it manages them.

[Click to Talk to Someone](#)

CLIENTS

Herrmann International clients, for whom better thinking has become integral to their business culture, include:

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BMW	National Semiconductor
Boeing	North Carolina Courts
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Cintas	Purdue Pharma
Cisco	Procter and Gamble
Coca-Cola	Rogers Communications
Columbia Business School	St. John's University
Dean Foods	Schering-Plough
Disney University	Shell Oil
DuPont	Target
Guardian Life	Telus Mobility
GE	The Clarion Group
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Harris Corporation	3M
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