

# Stress management Self feedback report



**Mary Sample**

**Saturday, January 26, 2002**

# Introduction

The following information is provided to help you to navigate the extensive information that is included in this Stress management output report.

## 1. Overall summary chart

The summary results chart provides a quick visual representation of your scores in seven categories that make up the Stress management profile. Scores upon which to most concentrate are above 3.5, which are considered to be strong and scores below 2.75, which may be in need of further development. Please note that these category scores are averages. Individual question scores can be viewed by clicking on the category label hyperlink.

## 2. Category description pages

This report contains three output pages for each of the seven categories. The first of these three pages explains the category, list average scores and then provides high and low score interpretation notes. The second page provides a graphical representation of individual question scores. The third page in the set provides broadly based improvement actions for those individuals wanting to develop their competencies in the overall category.

## 3. 10/10 Report

The 10/10 Report page provides the raw scores for the top 10 highest scoring questions and the bottom 10 lowest scoring questions out of the 84. It also identifies the categories to which these questions belong.

## 4. Course and Reading suggestions

This output report includes development suggestions for the two lowest scoring categories out of the seven. These suggestions include training courses that may prove helpful, as well as specific books that may provide some useful additional information.

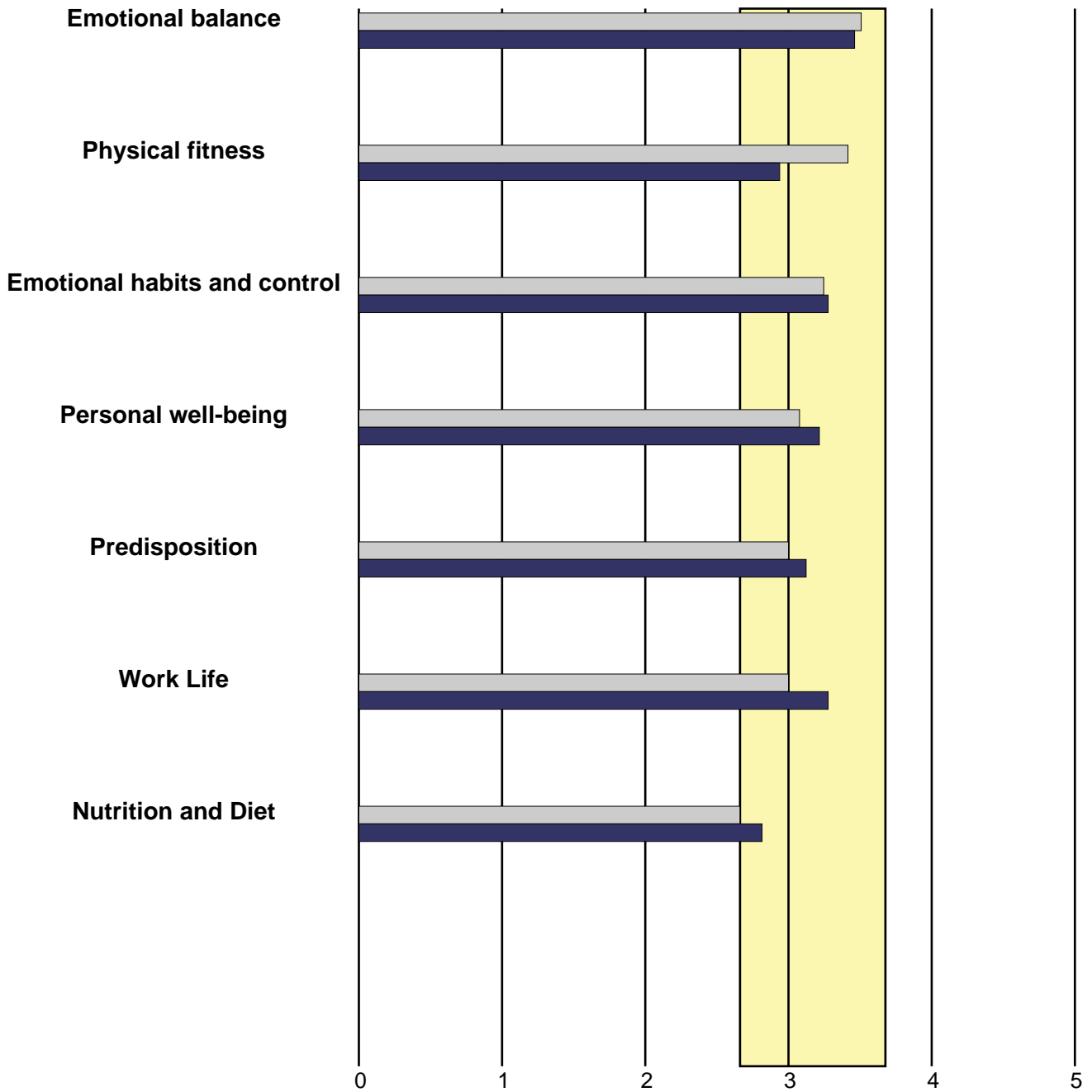
## 5. Development Plan

The development plan takes the five lowest scoring questions on aggregate and puts them into a single page template for individuals to record the specific actions that they plan to take as a result of their feedback during the forthcoming twelve month period. Individuals may draw upon any of the general guidance offered in their feedback report, or perhaps more usefully, draw upon the coaching tips ideas that are also included (see next section)

## 6. Coaching tips

The overall output report includes detailed coaching tips for the five lowest scoring questions on aggregate (consistent with the one page development plan). These coaching tips provide not only elaborative information about the particular questions but provide some specific advice on what individuals might do to improve their skills or learn new behaviors in the future.

## OVERALL SUMMARY



Self Norm

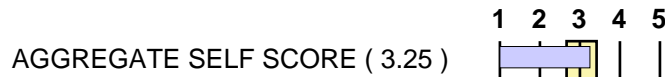
The above chart is sorted in descending order of summary scores. Norm bars shown on this chart are the progressive average aggregate scores of all individuals rating themselves on this questionnaire.

## Stress management Profile

### EMOTIONAL HABITS AND CONTROL

Emotional habits and control looks at the extent to which you listen to your internal feelings and thoughts and then control your life and your environment as much as necessary to effect the level of control that you feel you need.

1 = almost never, 5 = almost always.



### Interpretation

#### LOW (less than 2.75)

"Scales predominantly in the ones and twos ('occasionally' and 'almost never') are likely mean that this individual worries about what others think and do and is therefore concerned to act in the 'right' way, often according to standards of behavior that are external to them.

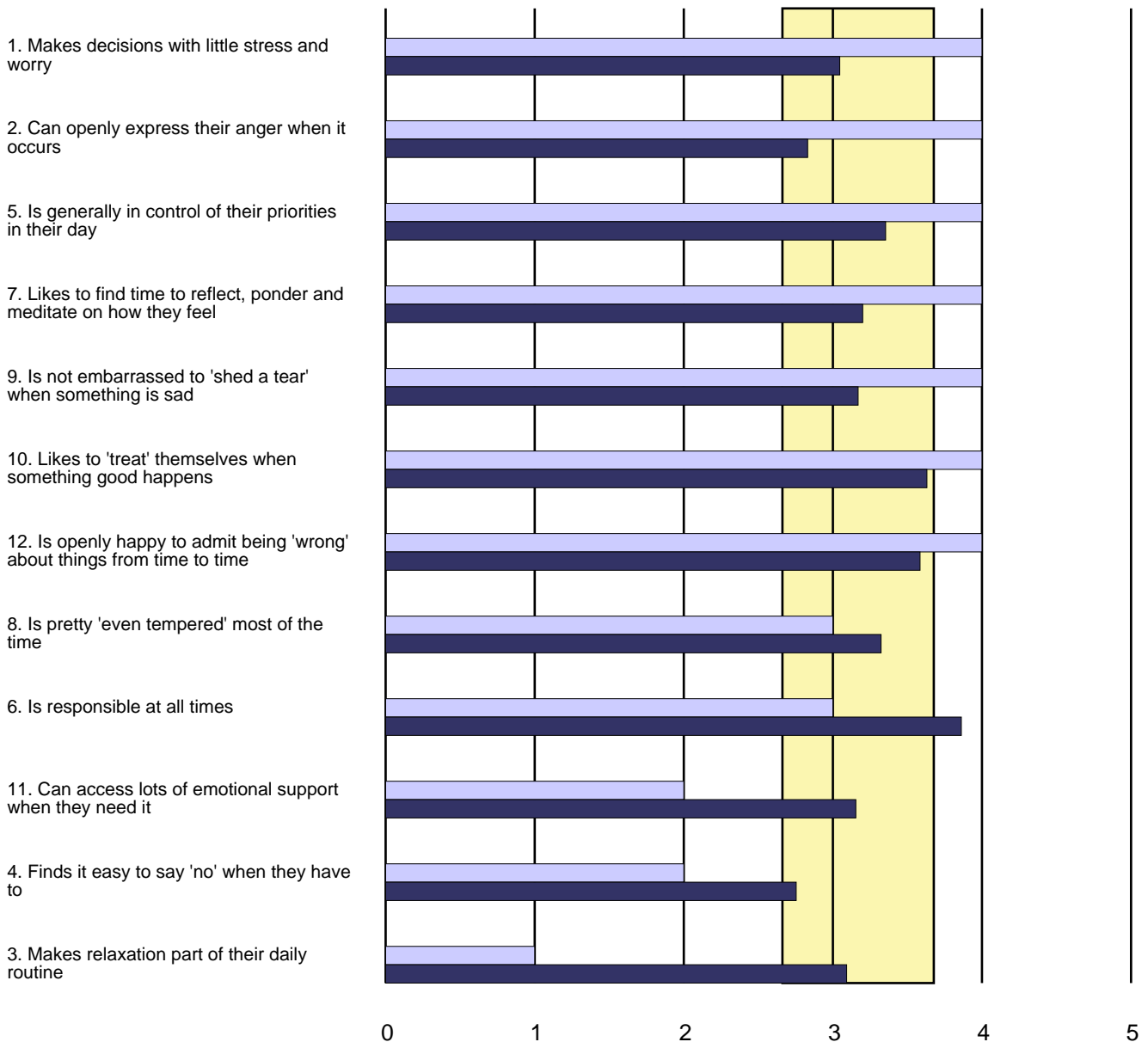
A low score person will be likely to be relatively 'volatile' emotionally. This may mean swinging from quietly worrying about taking an action to openly showing irritation (or even anger), even if they think they are keeping it to themselves."

#### HIGH (greater than 3.5)

"Scales predominantly in the fours and fives ('almost always' and 'very frequently') are likely mean that this individual is very much in control of their life and their feelings that they show to the outside world. With this, goes a high degree of self-reliance.

A high score person will be likely to be entirely comfortable in their own company and to accept their imperfections and shortfalls without much personal 'angst'. They will usually be comfortable to ask for help when they need it and will freely give support when required."

## Stress management Profile EMOTIONAL HABITS AND CONTROL



Self
  Norm

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Norm bars shown on this chart are the progressive average aggregate scores of all individuals rating themselves on this questionnaire.

## Stress management Profile

# EMOTIONAL HABITS AND CONTROL

Emotional habits and control looks at the extent to which you listen to your internal feelings and thoughts and then control your life and your environment as much as necessary to effect the level of control that you feel you need.

### Improvement actions

Look at some of the statements on the statements for this category and select four or five in which you can take action in the future to lower your overall scores over time. This might be to 'treat yourself to something' when you think you've done 'well'. It could also involve identifying an issue on which you think you may have been 'wrong' or 'unfair' and admitting this to the person(s) involved.

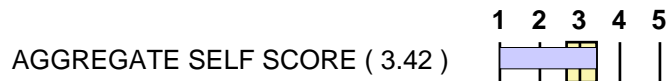
<b>Emotional habits and control</b>	<ul style="list-style-type: none"><li>-Take some time out to engage in some deep personal thinking about who your are and what you want out of life.</li><li>-Make some firm decisions about your needs and how you are going to approach situations in an even-tempered way and stay completely in control.</li><li>-Learn how to say 'no' in a friendly but firm way to keep your workload sensible but balanced.</li><li>-Reward yourself when you achieve a milestone or target you set yourself to attain.</li><li>-Become more comfortable in opening up your emotions to others.</li></ul>
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## Stress management Profile

### PHYSICAL FITNESS

Physical fitness looks at your overall levels of physical health now and the extent to which your 'regime' maintains your desired fitness and health into the future.

1 = almost never, 5 = almost always.



### Interpretation

#### LOW (less than 2.75)

"Scales predominantly in the ones and twos ('occasionally' and 'almost never') are likely to mean that this individual is neglectful of 'good' exercise, or only exercises lightly or infrequently at best.

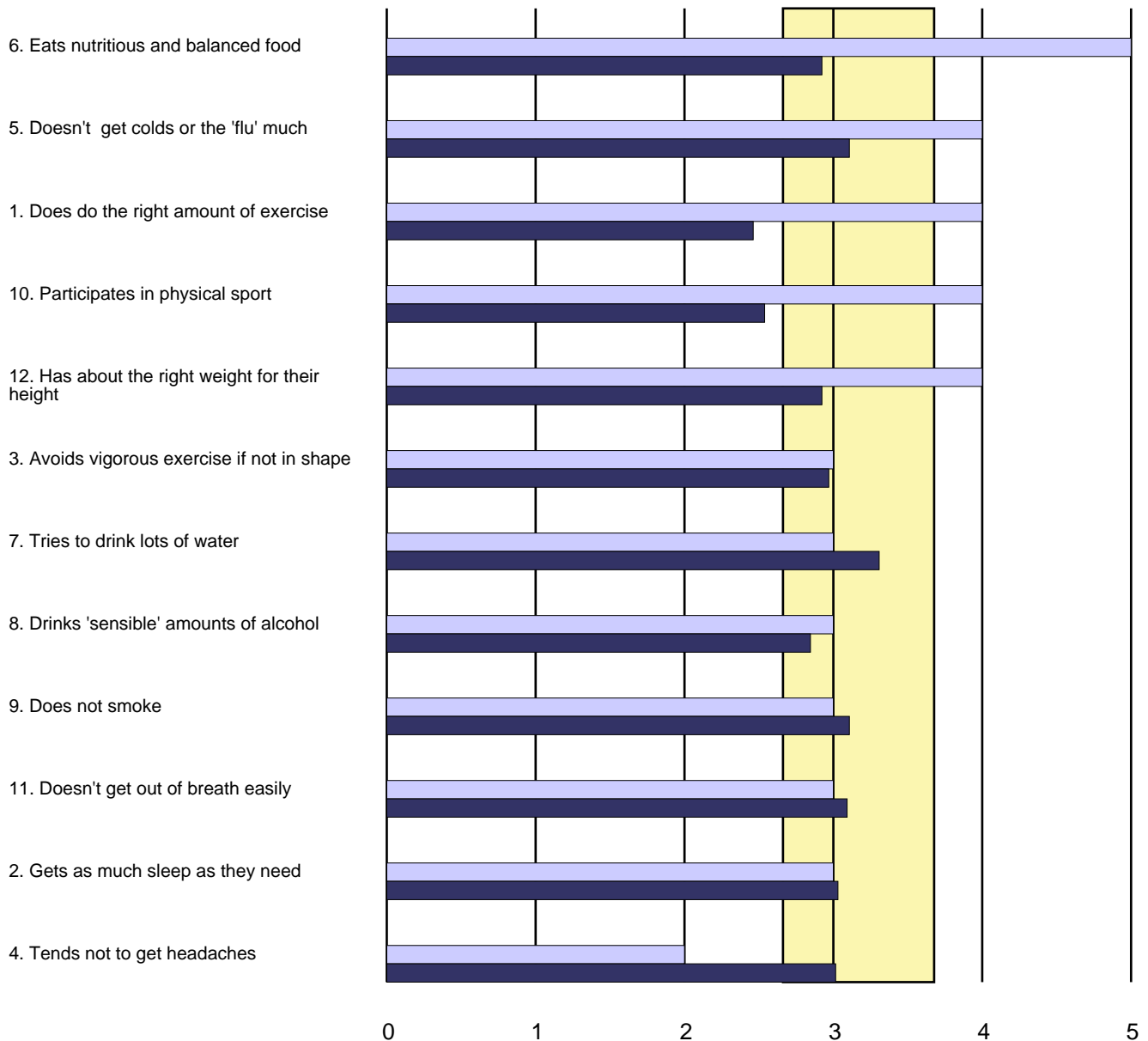
The low score person is likely to avoid exercise and drive or be driven almost everywhere. They may also see exercise as tedious and prone to take too long to do in a busy day."

#### HIGH (greater than 3.5)

"Scales predominantly in the fours and fives ('almost always' and 'very frequently') are likely to mean that this individual is serious about their on-going fitness and health, and making sure that they do at least the minimum to ensure that you remain strong and resilient.

A high score person will be likely to find time in every week to exercise even if this is designed into their 'normal' daily activities such as walking or riding a bicycle."

## Stress management Profile PHYSICAL FITNESS



Self
  Norm

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## Stress management Profile

### PHYSICAL FITNESS

Physical fitness looks at your overall levels of physical health now and the extent to which your 'regime' maintains your desired fitness and health into the future.

### Improvement actions

The low scorer needs to develop some kind of fitness regime to include some exercise into their life every week. After consulting with a doctor if necessary, start slowly and build up to doing enough exercise to start to feel good about yourself.

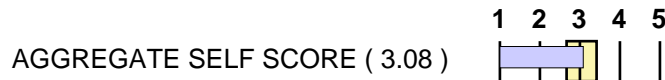
<b>Physical fitness</b>	<ul style="list-style-type: none"><li>-Talk to your Doctor and with his/her help, design a fitness regime that slowly builds exercise into every day and builds up a little over time.</li><li>-If you find exercise boring, take up a physical sport or recreation activity that you would enjoy.</li><li>-Avoid actions or habits that are detrimental to your health like smoking or excesses of alcohol.</li><li>-Take time to stretch, flex, walk, breath in fresh air and other short duration activities that can help to keep you healthy.</li></ul>
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## Stress management Profile

### PERSONAL WELL-BEING

Personal well-being looks at the extent to which you consciously act to look after your body and avoid substances or practices that are likely to cause you short or long term harm.

1 = almost never, 5 = almost always.



### Interpretation

#### LOW (less than 2.75)

"Scales predominantly in the ones and twos ('occasionally' and 'almost never') are likely to mean that this individual neglects their body or does not think about the regular 'wear and tear' that can occur until it may become a more significant problem, or they need more serious help.

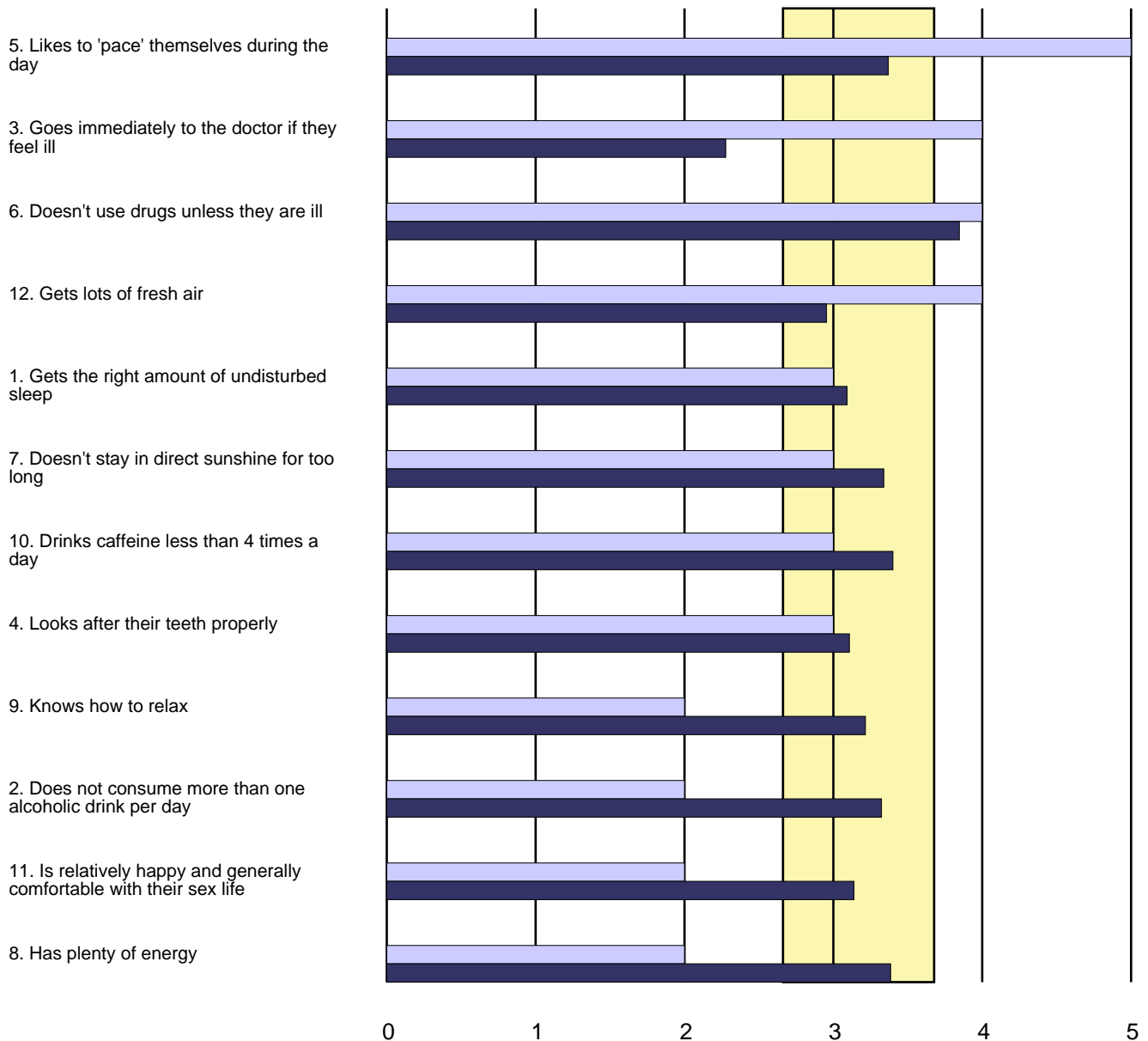
A low score person will be likely to give a low priority to their personal well-being and to looking after their weight, diet, physical health, and relaxation. This may not be an 'issue' until it becomes 'annoying' or serious. This is typically a 'reactive' type of person to their own well-being."

#### HIGH (greater than 3.5)

"Scales predominantly in the fours and fives ('almost always' and 'very frequently') are likely to mean that this individual actively seeks to look after their body in any way necessary in most situations in which they find themselves through prevention and protection.

A high score person will be likely to look after themselves well and therefore take lots of active steps to prevent inflicting harm on their 'person' wherever possible."

## Stress management Profile PERSONAL WELL-BEING



Self
  Norm

The above chart is sorted in descending order of summary scores.

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## Stress management Profile

### PERSONAL WELL-BEING

Personal well-being looks at the extent to which you consciously act to look after your body and avoid substances or practices that are likely to cause you short or long term harm.

### Improvement actions

Pick out one or two areas in which you can specifically change your habits to help 'get you started' in looking after yourself more. This might be to give up smoking (if applicable) or drinking less tea, coffee or alcohol. It might even include something simple like taking a short walk once a day.

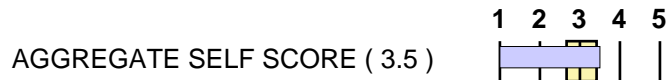
<b>Personal well-being</b>	<ul style="list-style-type: none"><li>-Use your segment questionnaire of low scores in personal well-being to make a list and write out a set of personal goals to reverse these.</li><li>- Post the list on your bathroom wall or somewhere in which it can remind you of your commitment until you are looking after yourself as a matter of course.</li><li>-Make sure that you create an environment in which you can get as much undisturbed sleep as possible.</li><li>-Drink less coffee/tea, take things more slowly and generally try to relax more often.</li></ul>
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## Stress management Profile

### EMOTIONAL BALANCE

Emotional balance looks at the extent to which you consciously act to look after your mental and emotional well being. This category asks the general question "Do I feel emotionally comfortable most of the time"

1 = almost never, 5 = almost always.



### Interpretation

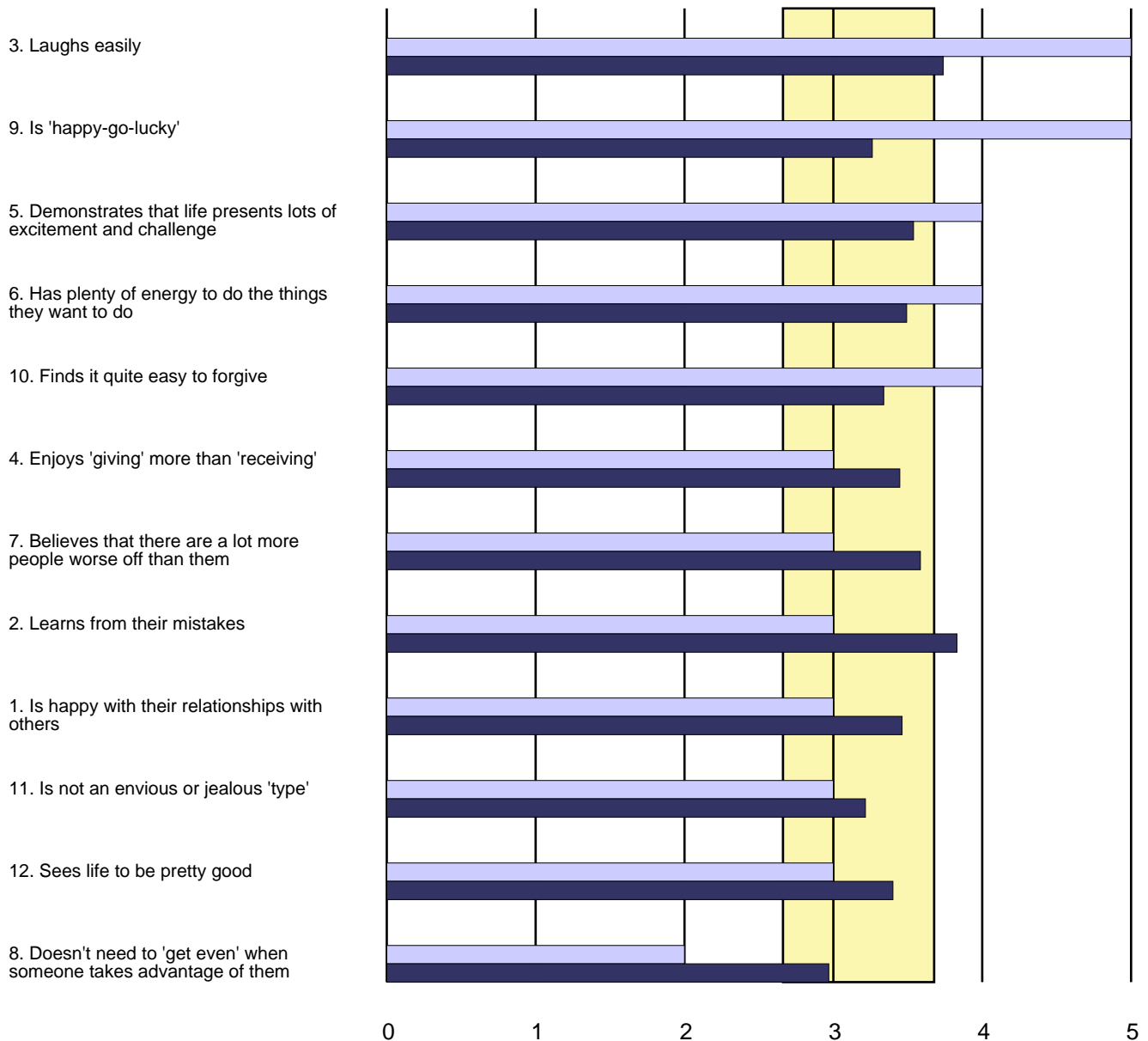
#### LOW (less than 2.75)

"Scales predominantly in the ones and twos ('occasionally' and 'almost never') are likely to mean that this individual is somewhat insular, concerned to protect their 'patch' and prone to see each day as 'a challenge to be overcome'. A low score person will be likely to give a low priority to their mental and emotional well being, and to relating to others in a balanced and reasonable way as much as possible. This can lead to high levels of introspection and even withdrawal."

#### HIGH (greater than 3.5)

"Scales predominantly in the fours and fives ('almost always' and 'very frequently') are likely mean that this individual is very easy going and broadly happy with their life, and see each day as a 'new experience' to be savored. A high score person will be likely to be a relatively 'open type' that is quite comfortable in relating to other people of all kinds and in almost all situations. "Taking things as they come" may be a common motto."

## Stress management Profile EMOTIONAL BALANCE



Self Norm

The above chart is sorted in descending order of summary scores.

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## Stress management Profile

### EMOTIONAL BALANCE

Emotional balance looks at the extent to which you consciously act to look after your mental and emotional well being. This category asks the general question "Do I feel emotionally comfortable most of the time"

### Improvement actions

Although it is difficult to stop people from generally worrying, self-awareness that there can be a different perspective is often the first step in a long journey towards thinking more positively. Being more accepting of what comes along in life will be easier with someone to help and support you but can be done individually with focus and determination.

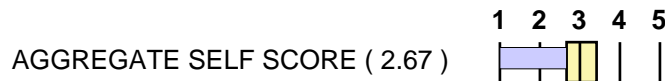
<b>Emotional balance</b>	<ul style="list-style-type: none"><li>- Aim to take a step back and reflect on everything you hear, say and do in a positive way.</li><li>- Focus your thinking on the positive and stop yourself focusing on the negative.</li><li>- Take time and effort to practice and recognize that a much more balanced emotional regime is possible with patience and concentration.</li><li>- Avoid 'bottling up' your emotions or staying angry or annoyed for long-concentrate on cooling down quickly or deflecting your thinking onto something pleasant.</li></ul>
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## Stress management Profile

### NUTRITION AND DIET

Nutrition and diet looks at what you eat and how healthy it is likely to be. This category asks the question "Are you maintaining a healthy and nutritious diet?"

1 = almost never, 5 = almost always.



### Interpretation

#### LOW (less than 2.75)

"Scales predominantly in the ones and twos ('occasionally' and 'almost never') are likely to mean that this individual is likely to be unaware of general or particular diet needs and more prone to consume foods that they enjoy regardless of their effect on their body-good and bad.

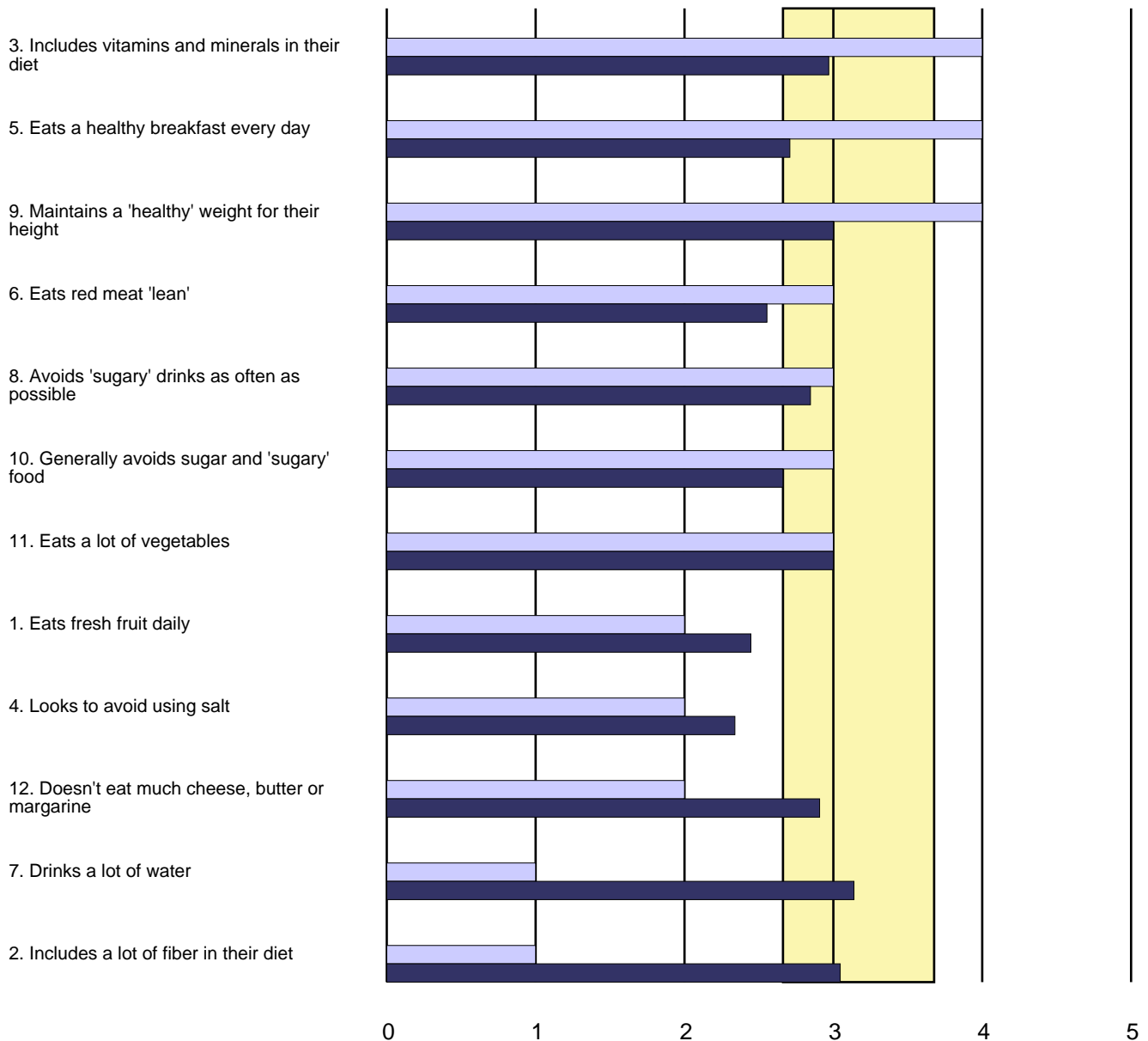
A low score person will be likely to buy food that they like or is a particular favorite and give little or no thought to ensuring that they get all the major protein, fats, carbohydrates, vitamins and minerals etc."

#### HIGH (greater than 3.5)

"Scales predominantly in the fours and fives ('almost always' and 'very frequently') are likely to mean that this individual is aware of the need to maintain balance in their overall diet. They will also plan and organize what they eat in order to avoid what is not good for them and include what is good for them.

A high score person will be likely to choose the food they buy in the first place to be relatively balanced and then eat the right kind or groups of food to include all their nutritional needs. "

## Stress management Profile NUTRITION AND DIET



Self
  Norm

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## Stress management Profile

### NUTRITION AND DIET

Nutrition and diet looks at what you eat and how healthy it is likely to be. This category asks the question "Are you maintaining a healthy and nutritious diet?"

#### Improvement actions

Start by reading a good diet and nutrition booklet or guide or go and see a professional. Design a varied but healthy regime that you can stick to until it becomes a normal part of your habits.

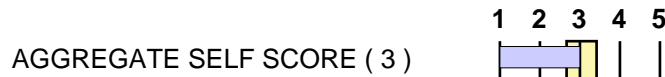
<b>Nutrition and Diet</b>	<ul style="list-style-type: none"><li>-Talk to your Doctor or a nutritionist (or at least get a book on healthy eating or diet)</li><li>-Slowly and gently start to change the balance of what you eat away from fats, oils, sugars, salt, etc</li><li>-Move towards a more fiber, protein, vitamins, balanced minerals and water, orientated diet.</li><li>-Minimize your intake of the more problematic foods like red meat, fats or sugar.</li></ul>
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## Stress management Profile

### PREDISPOSITION

Predisposition looks at your base character predisposition or your internal drive and pace of living. This category asks the question "how much pressure do you feel or put on yourself?"

1 = almost never, 5 = almost always.



### Interpretation

#### LOW (less than 2.75)

"Scales predominantly in the ones and twos ('occasionally' and 'almost never') are likely to indicate the so-called "Type A" behavior. This means that this individual is likely to be under constant pressure of time, see life in general as competitive and are hard driving (on themselves and others).

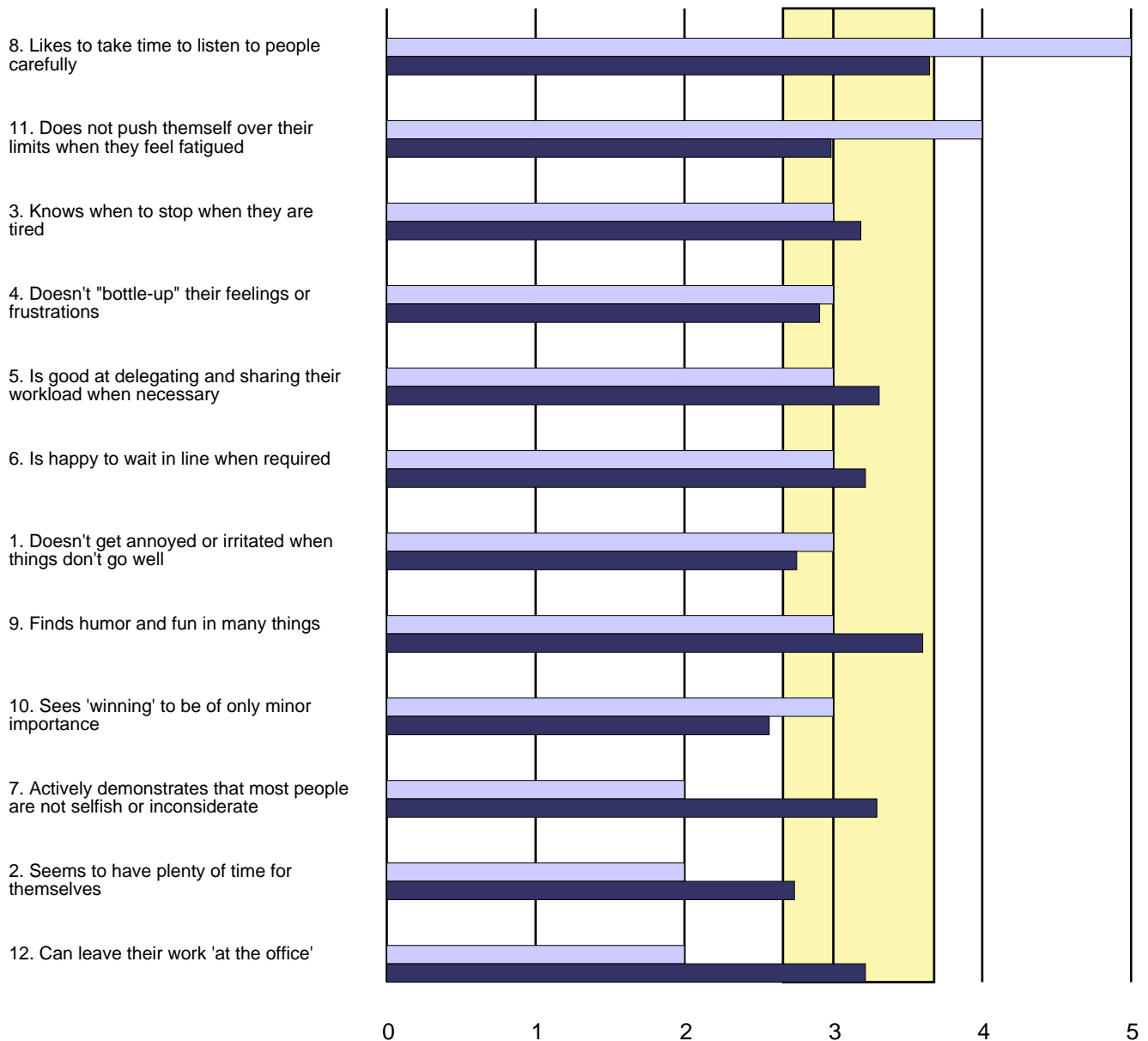
The Type "A" gets things done and can be fast and action orientated. However, this behavior type is more naturally disposed to "bite off a lot to chew" (pushing themselves and others hard). Some type 'A's will cram a lot into their day and can therefore impress those around them with their capacity to manage time with great pace and energy. However, the type 'A' may become overly obsessive about cramming in as much as possible and sometimes fail to design in enough contemplative time, or even time for themselves to relax or quietly reflect on where they might be going."

#### HIGH (greater than 3.5)

"Scales predominantly in the fours and fives ('almost always' and 'very frequently') are likely to indicate the so-called "Type B" behavior. This means that this individual is likely to be calm, relatively "laid-back", able to relax and wind-down, and able to easily avoid competitive pressures and unnecessary deadlines.

The Type "B" will probably do things at a steadier pace with perhaps fewer "balls in the air" at once. This type is an excellent controller of their pace and energy. As such, they are likely to be better able to avoid becoming a "slave to the clock". However, the type 'B' may choose to deliberately miss some deadlines and instead seek what they see to be a healthy personal balance of overall workload (even if it means being seen as slower than some others). "

## Stress management Profile PREDISPOSITION



Self Norm

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## Stress management Profile PREDISPOSITION

Predisposition looks at your base character predisposition or your internal drive and pace of living. This category asks the question "how much pressure do you feel or put on yourself?"

### Improvement actions

The Type "A" can engage themselves generally in designing more personal time into their life, their relationships and their enjoyment. They can also try to avoid setting themselves deadlines and targets quite so often. The Type "A" should work on their '1' scores first, then the '2' scores and so on. This approach of concentrating on low scores first, should be used in every category.

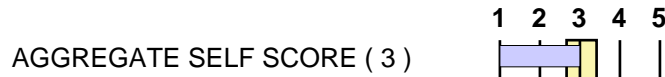
<b>Predisposition</b>	<ul style="list-style-type: none"><li>-Design in much more personal time to relax, reflect, think, pursue, and gentle recreation</li><li>-Try not to fill up your day with as much activity, targets and priorities.</li><li>-Look to avoid 'pushing' yourself towards targets and deadlines quite so often.</li><li>-Plan this different and slower approach into your day at first, until it becomes more 'natura' for you.</li></ul>
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## Stress management Profile

### WORK LIFE

Work life looks at how you feel about your work and how you think about managing and controlling it rather than it managing and controlling you.

1 = almost never, 5 = almost always.



### Interpretation

#### LOW (less than 2.75)

"Scales predominantly in the ones and twos ('occasionally' and 'almost never') are likely to mean that this individual sees work as 'a necessary evil' and a place to 'tolerate' as best they can (even though they may not always succeed and are often glad to get away from it).

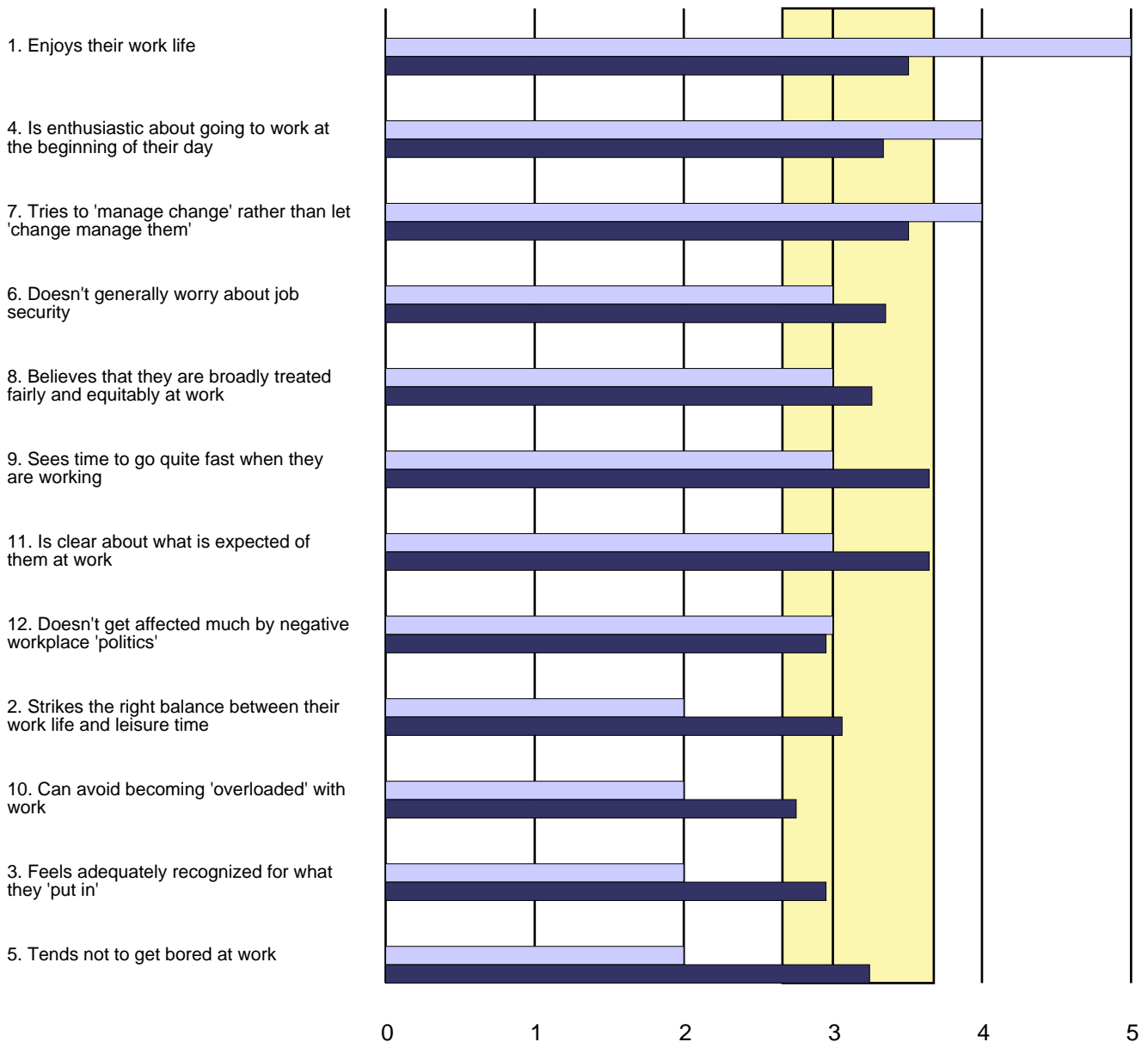
A low score person can often develop general worry stress, fatigue and long term illness by letting their work frustrations consume them without a non-work stress relief outlet."

#### HIGH (greater than 3.5)

"Scales predominantly in the fours and fives ('almost always' and 'very frequently') are likely mean that this individual sees work as a challenging and interesting part of their life in which they 'get out' what you want without letting it become dominant or too 'encroaching' on your home life more than you want it to.

A high score person will usually either find their work enjoyable or change it so that it becomes more satisfying or fulfilling."

## Stress management Profile WORK LIFE



Self Norm

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## Stress management Profile

### WORK LIFE

Work life looks at how you feel about your work and how you think about managing and controlling it rather than it managing and controlling you.

### Improvement actions

Make a list of what you realistically enjoy and do not enjoy about your work and see or 'test' if it is possible to change what you do to adjust this 'balance' to become more positive for you. If this isn't possible, or only makes a marginal difference, think about what steps you would have to take to change roles altogether.

<b>Work Life</b>	<ul style="list-style-type: none"><li>-Reflect on how important your work is in your life</li><li>-Look to re-balance your life to help you relax and enjoy yourself more inside and outside work.</li><li>-If you think it is helpful, look at changing the way you work, your job or even your organization to take on work that you would enjoy more.</li><li>-Volunteer for new tasks or projects that help to increase your job enrichment.</li></ul>
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# THE '10/10' REPORT

## Top 10 development needs

		scores
Emotional habits and control	3. Makes relaxation part of their daily routine	1.0
Nutrition and Diet	2. Includes a lot of fiber in their diet	1.0
Nutrition and Diet	7. Drinks a lot of water	1.0
Nutrition and Diet	4. Looks to avoid using salt	2.0
Nutrition and Diet	1. Eats fresh fruit daily	2.0
Emotional balance	8. Doesn't need to 'get even' when someone takes advantage of them	2.0
Nutrition and Diet	12. Doesn't eat much cheese, butter or margarine	2.0
Predisposition	2. Seems to have plenty of time for themselves	2.0
Predisposition	7. Actively demonstrates that most people are not selfish or inconsiderate	2.0
Predisposition	12. Can leave their work 'at the office'	2.0

## Top 10 strengths

Physical fitness	6. Eats nutritious and balanced food	5.0
Personal well-being	5. Likes to 'pace' themselves during the day	5.0
Emotional balance	9. Is 'happy-go-lucky'	5.0
Emotional balance	3. Laughs easily	5.0
Predisposition	8. Likes to take time to listen to people carefully	5.0
Work Life	1. Enjoys their work life	5.0
Work Life	4. Is enthusiastic about going to work at the beginning of their day	4.0
Predisposition	11. Does not push themselves over their limits when they feel fatigued	4.0
Nutrition and Diet	5. Eats a healthy breakfast every day	4.0
Nutrition and Diet	3. Includes vitamins and minerals in their diet	4.0

## **COURSE AND READING SUGGESTIONS**

The following are general reading and course suggestions that may help you to better understand the two categories in which your scores were the lowest and to assist you in writing your development plan.

### **Nutrition and Diet**

**Nutrition and diet looks at what you eat and how healthy it is likely to be. This category asks the question "Are you maintaining a healthy and nutritious diet?"**

#### **Course Suggestions**

- Healthy eating and diet
- Understanding vitamins and minerals
- Nutritional balance

#### **Reading Suggestions**

- Eat Right for Your Type : The Individualized Diet Solution to Staying Healthy, Living Longer & achieving Your Ideal Weight, Peter J., Dr. D'Adamo, et al. 1997
- Stress Diet and Your Heart, Dean M. D. Ornish. Mass Market, 1991
- The New Pressure Cooker Cookbook : A Complete Guide to Meals in Minutes Using Today's Stress-Free Pressure Cooker, Patricia Dailey. 1998
- Eating Well for Optimum Health: The Essential Guide to Food, Diet, and Nutrition, Andrew Weil M.D., 2000
- Fight Fat After Forty : The Revolutionary Three-Pronged Approach That Will Break Your Stress-Fat Cycle and Make You Healthy, Fit, and Trim for Life, Pamela, MD Peeke. 2000
- 40-30-30 Fat Burning Nutrition : The Dietary Hormonal Connection to Permanent Weight Loss and Better Health, Joyce Daoust(Introduction), Gene Daoust (Introduction). 1997
- The Energy Edge, Pamela Smith. 2000
- The Diet Cure : The 8-Step Program to Rebalance Your Body Chemistry and End Food Cravings, Weight Problems, and Mood Swings-Now, Julia Ross. 2000

#### **Other Suggestions**

- If you feel comfortable to do so, talk to your direct supervisor/manager or a training and development specialist about personal training, coaching, and specific projects to improve your skills and other possible support they may be able to offer.

## COURSE AND READING SUGGESTIONS

### Predisposition

Predisposition looks at your base character predisposition or your internal drive and pace of living. This category asks the question "how much pressure do you feel or put on yourself?"

### Course Suggestions

- Relaxation methods and techniques
- Time management
- Personal goal setting

### Reading Suggestions

- The 10 Natural Laws of Successful Time and Life Management : Proven Strategies for Increased Productivity and Inner Peace, Hyrum W. Smith. 1995
- Slowing Down to the Speed of Life : How to Create a More Peaceful, Simpler Life from the Inside Out, Richard Carlson, Joseph V. Bailey. May 1998
- The Art of Doing Nothing : Simple Ways to Make Time for Yourself, Veronique Vienne, Erica Lennard (Photographer). October 1998
- The Addictive Organization : Why We Overwork, Cover Up, Pick Up the Pieces, Please the Boss and Perpetuate Sick Organizations, Anne Wilson Schaefer, Diane Fassel (Contributor). September 1990
- A Passion for living, John Tickell, Craftsman Press, 1992

### Other Suggestions

- If you feel comfortable to do so, talk to your direct supervisor/manager or a training and development specialist about personal training, coaching, and specific projects to improve your skills and other possible support they may be able to offer.

## DEVELOPMENT PLAN

Use the space below to write out your personal development plan for the next 12 months based on your results. Draw upon the general improvement actions in relevant areas of the report and ideas that are suggested in the attached coaching tips.

<b>Development Area: Makes relaxation part of their daily routine</b>		1.0	N/A	N/A
Action to Take:	Target Date:			
<b>Development Area: Includes a lot of fiber in their diet</b>		1.0	N/A	N/A
Action to Take:	Target Date:			
<b>Development Area: Drinks a lot of water</b>		1.0	N/A	N/A
Action to Take:	Target Date:			
<b>Development Area: Looks to avoid using salt</b>		2.0	N/A	N/A
Action to Take:	Target Date:			
<b>Development Area: Eats fresh fruit daily</b>		2.0	N/A	N/A
Action to Take:	Target Date:			