

WORK STRESS TOOLKIT

Tools For Taking Control
of Work Stress!



CAROL L RICKARD, LCSW

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*Tools for Taking Control
of Work Stress!*

Carol L Rickard, LCSW

Work Stress Toolkit

by Carol L Rickard, LCSW

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A Note from Carol:

Thank you for being a reader of *Work Stress Rescue*! I hope it has begun to help you navigate your life in a new way. Be sure to send me an email & let me know if it has changed things for you.

I've put together this "toolkit" to make it easier for you to take action and begin to use the tools on a daily basis. I have added some bonus tools!

Please be sure to tell others about *Work Stress Rescue* to help us accomplish our mission of changing the way people deal with the stress of their workdays.

If you are reading this book because someone shared it with you. Be sure to pick up your copy of "*Work Stress Rescue*" today! You can get it at:

CarolRickard.Tools/Work

For more tips and training – follow us on FB:

[facebook.com/FreedomFromStressForever](https://www.facebook.com/FreedomFromStressForever)

How To Use This Book

On the following pages you will find all the tools you learned about in *Work Stress Rescue*. And a few bonus tools as well!

There are a couple ways you can use this book:

#1 – Review it on a weekly basis.

This will help reinforce the new information you have learned and is anchoring it in your brain!

#2 – Print out a specific page.

This works great to put a specific tool in front of your eyes every single day! *Hint: Be sure it is someplace you frequently are in.*

** If you happen to be an ‘old school’ reader and prefer a physical book to read... there’s good news! Because of this, there is now a printed version of this eBook as well.

Go to: [Amazon.com.author/CarolRickard](https://www.amazon.com/author/CarolRickard)

W.S. Tool #1

A
Critical
Task
Implemented
Only
Now!

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W.S. Tool #2

Direct

Oppportunity

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W.S. Tool #3

Denied

Oppportunity

Not

‘

Trying

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W.S. Tool #4

Living

Intentionally &

Fully

Engaged

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W.S. Tool #5



NOW Anchor

Notice

Only

What-is!

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W.S. Tool #6

IT'S NOT
WHAT HAPPENS
TO YOU,
BUT
HOW YOU REACT
TO IT
THAT MATTERS

EPICTETUS

W.S. Tool #7

Controlling

How

Our

Intentions

Create

Experiences

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W.S. Tool #8

WHEN WE FACE A SITUATION
THAT *CANNOT* BE CHANGE

WE ARE **CHALLENGED**
TO
CHANGE OURSELVES

VICTOR FRANKL

W.S. Tool #9

THE CHOICES
YOU MAKE
MAKE YOU!

AUTHOR UNKNOWN

W.S. Tool #10

WORDS
CAN BE POWERFUL,
PUT IN TO *ACTION*
THEY BECOME
LIFE CHANGING!

CAROL L RICKARD

W.S. Tool #11

If you always do
what you've always done,

You'll always get
what you've always gotten,

Because if nothing changes...

NOTHING CHANGES!

Author Unknown

W.S. Tool #12

YESTERDAY, TODAY, and TOMORROW

There are two days in every week that we need not worry about, two days that must be kept free from fear and apprehension.

One is **YESTERDAY**, with its mistakes & cares, its faults & blunders, its aches & pains. Yesterday has passed, forever beyond our control. All the money in the world cannot bring back yesterday. We cannot undo a single act we performed. Nor can we erase a single word we've said – Yesterday is gone!

The other day we must not worry about is **TOMORROW**, with its impossible adversaries, its burden, its hopeful promise and poor performance. Tomorrow is beyond our control!

Tomorrow's sun will rise either in splendor or behind a mask of clouds – but it will rise. And until it does, we have no stake in tomorrow, for it is yet unborn.

This leaves only one day - **TODAY**. Any person can fight the battles of just one day. It is only when we add the burdens of yesterday & tomorrow that we break down.

It is not the experience of today that drives people mad—it is the remorse of bitterness for something which happened yesterday, and the dread of what tomorrow may bring.

LET US LIVE ONE DAY AT A TIME!!!!

(Author Unknown)

W.S. Tool #13

Actively

Work

At

Recognizing

Existence

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W.S. Tool #14

Creating

Healthy

And

New

Growth

Experiences

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W.S. Tool #15


Daily Check in Reminders



CUT ALONG DOTTED LINE




**Rapid Relief Method
DO60 System™**

Step 1  (calming)

Step 2  (**ACTIVE**)

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The Levels:

 **Safe**  **Caution**  **Danger**

FreedomFromStress.com

**Rapid Relief Method
DO60 System™**

Step 1  (calming)

Step 2  (**ACTIVE**)

©2004-2022 Carol Rickard

The Levels:

 **Safe**  **Caution**  **Danger**


FreedomFromStress.com

INSTRUCTIONS:

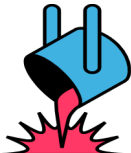
1. Print this page
2. Cut along dotted line
3. Fold in middle
4. Option: Leave open & put on fridge

W.S.Tools #16 - 44

DO60 SystemTM

Step 1 -  *NO*
Muscles

the level from **RISING!**

Step 2 -  *NEEDS*
Muscles

RELEASE so the level drops!

Each step must be done *in order...*

Step 1  Step 2

Each step must be done *for 60 Secs*

#1



Try out each one.

(*even if* you don't think
it will work for you!)

#2



Do 60 Seconds.

(if you can go longer – *do it!*
30 secs. *is better than* none!)

#3



Keep a list.

(write down tools that end
up working *best for you*)

#4



Have more than 1!

(don't set yourself up to fail
the *more tools* the better!)

You **must** do **Step 1** *before* Step 2

Step 1  Step 2



Tool #1

read

grab one of your favorite books

Real or Kindle



Either way..... you're reading!



Tool #2

Music

Listen to one of your favorites!

Song or Artist





Tool #3

Breathe

✓ **Count your breathes**

There are a couple ways to do this:

#1

**Track the # you do
in 60 secs.**



or

#2

**Set a specific # to do
10, 12, 15, 20**

Belly Breathing is best!

This gets lots of oxygen into our brain...

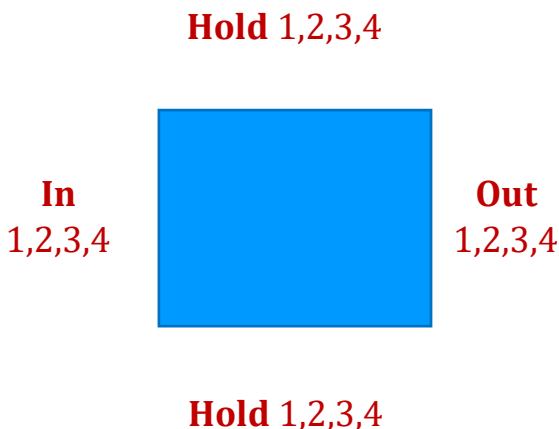
Oxygen is **kryptonite** to STRESS!

Another way to *BREATHE*:

✓ **Square Breathing**

- 1) **Breathe in** & count to 4 in your head (1,2,3,4)
- 2) **Hold it** & count to 4 in your head (1,2,3,4)
- 3) **Breathe out** & count to 4 in your head (1,2,3,4)
- 4) **Hold it** & count to 4 in your head (1,2,3,4)
- 5) **Repeat!**

Here's what it looks like!





Tool #4

Take A Time Out

Remove yourself from the situation.

Create **space** between

YOU & the situation or person

Go outside!



**Go to
another room**





Tool #5



Mind Push Ups!

Here's how:

1. Find a quiet spot to lie down.



2. Set a timer for 60 secs. (*or more!*)



3. Put a book on your belly.



4. As you breathe in, make
your belly & the book rise up!

5. Breathe out like your blowing candles.



6. Repeat breathes until timer goes off!



Tool #6

+ SELF-TALK

Saying positive statements to yourself!

The 2 P's of Self-Talk!

1) Present

I AM....
THIS IS....
I HAVE....

FUTURE

I will....
I hope...
I'm going to...

2) Positive

Don't touch = TOUCH!

Not...
Won't...
Can't...

Our brain filters out the negative
& all we hear is what's after it: **TOUCH!**

** See a list of self-talk ideas on page 29**



Tool #7

The Serenity Prayer

God,

Grant me the **serenity** to **accept**
the things *I cannot change*.

The **courage** to **change** the things *I can*.

And the **wisdom** to **know** *the difference*.

Carol's
'In the Moment Serenity Prayer'

Ask yourself the following **?**

"Can I do anything about IT
RIGHT NOW?"

If yes, ***DO it!*** If NO – ***Let it go!***

Here's a few more  *tools -*

- Guided Imagery on 

- Count to 10 **s l o w l y** !

- Watch a favorite show or movie



- Blow bubbles



- Lie down & look at the sky



- Picture a  sign in your mind

- Make a “Calm Jar”
Google It!



Positive Self-Talk Ideas

I no longer give power to the PAST

Today I feel peace & calm.

I am free of negative feelings.

I am learning to love myself.

Today, I choose a positive attitude.

I am terrific just the way I am!

I have all the time I need.

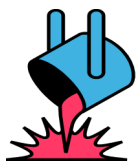
I am living a healthy life today

Today, I forgive all others and myself.

I am getting better one step at a time!

I am having a great day!

I am a good friend to have!



Tool #1

Talk

Grab one of your favorite friends

In-person



Zoom



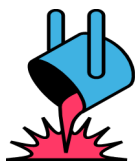
Phone



Either way..... You're ***talking!***

IMPORTANT:

Talk about your *feelings*, **not** the situation!



Tool #2

Do A Dump & Destroy



This is one of my secret weapons!

Here's what you need:



- ✓ A piece of paper
- ✓ Something to write with

1) Start writing

2) *DO NOT* READ IT

3) *Destroy IT!*

*****It WON'T work with a computer*****

It requires you to use paper!

This is different from “Journaling”

with Dumping -

The goal = Just get it out!

Reading IT = *reloads it!*

It also works *really well* when** ...

1) You can't **fall asleep**
because your *mind racing*

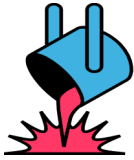
2) You **wake up** at night &
your mind is racing!

****IMPORTANT:**

You must go write in ***another*** room for it to work.



TIP: Use a sharpie & toilet paper, flush when
done. No one will ever read that!



Tool #3

Empty Chair Method

When you don't have anyone
or you can't get a hold of someone

Use this tool!

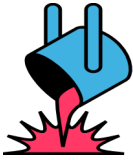


You start talking to the

“Empty Chair”

As if the person was there!

It is a great way to **VENT** without getting
in trouble for what you say!



Tool #4

Get ACTIVE!

There are many ways to do this!

Walk



**Any Kind of
Exercise**

**Climb the
Stairs**

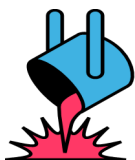


Bike

Push Ups



Sports



Tool #5

Music

For this tool to work, you **MUST**:
you **DO more** than just listen!

Dance = Any time you are
moving to music!



= Doesn't mean you *can*
or
KNOW the words!

Perform = Play a real *instrument*
or
AIR guitar / drums





Tool #6

Punch n Dump!

There are **2** ways to do this:

1)

Use a real punching bag.

Don't have one?



You can make one using a pillow!

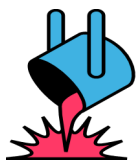


+



2) AIR BOXING!

You must ***be sure*** to do this in a
place where it is SAFE.



Tool #7

Let It Out!

When stress builds up...

Sometimes a good cry or a good laugh
is needed to ***let it out!***

Cry

It's perfectly okay to
let the tears flow.

(Even for guys)



Laugh

Watch a funny show

Try Laughter Yoga



Here's a few more  *tools –*

- Tear up an old phone book or a bunch of paper



- Wash the car



- Do some coloring!

- Rake leaves

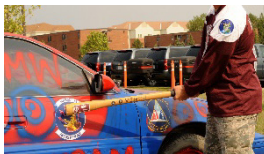


- Do some jumping jacks!

- Scream in a car or another safe place



- Constructive Destruction – break something on PURPOSE!



W.S. Tool #48

“Whether you
think you can
or think you can’t
you’re right”

Henry Ford

W.S. Tool #49

CAN

CAN'T



The *CHOICE* is up to YOU!

W.S. Tool #50

Focus

In

Now

Instead

Stopping

Halfway

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W.S. Tool #51

'WHY'S'

GET US LOST IN THE PAST

'WHAT-IF'S'

GET US LOST IN THE
FUTURE

CAROL L RICKARD

W.S. Tool #52

YOU CAN'T REWRITE THE PAST

HOWEVER,

YOU HOLD THE PEN
TODAY!

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W.S. Tool #53

The
Only
Day
Afforded
You!

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W.S. Tool #54

The Serenity Prayer Stress Tool!

Grant me the **serenity** to accept the things
I cannot change:



The **courage** to change the things I can:

And the **wisdom** to know the difference!

W.S. Tool #55

Can I do anything about it
right now?

W.S. Tool #56

Leave

Everything

To

Gods

Ownership

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W.S. Tool #57

Write down what it is you are trying to
'let go' of on a small slip of paper.

Then do one of the following with the slip:

★ **Put it in a special box you have decorated**

(Many people refer to these as a God Box
or a Worry Box. You can find all types of
boxes at your local craft store)

★ **Put it in a special book**

(This could be a book of worship or
another special book of yours)

★ **Throw it in a fireplace**

(If you don't have one, it could be any other
safe way to destroy it by burning!)

★ **Shred it up**

(This could be as simple as throwing
it in the shredder or tearing it by hand
in to a bunch of little itty, bitty pieces!)

W.S. Tool #58

Giving

Respect

And

Thanks

Into

The

Usual

Daily

Experiences

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W.S. Tool #59

Giving

Respect

And

Thanks

Everyday

For

Unbelievable

Life

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W.S. Tool #60

Magnificent

Instrument

Needing

Direction

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W.S. Tool #61

Purposely

Repeat

Activities

Critical

To

Improving

Core

Existence

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W.S. Tool #62

Find

An

Important

Lesson

Using

Real

Experiences

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W.S. Tool #63

Carol's 5 Minutes to CALM Every



Exercise

Day 1 Day 2 Day 3 Day 4 Day 5 Day 6 Day 7

--	--	--	--	--	--	--



*Punch
n
Dump*

Day 1 Day 2 Day 3 Day 4 Day 5 Day 6 Day 7

--	--	--	--	--	--	--



Mind Pushups

Day 1 Day 2 Day 3 Day 4 Day 5 Day 6 Day 7

--	--	--	--	--	--	--



Dump & Destroy

Day 1 Day 2 Day 3 Day 4 Day 5 Day 6 Day 7

--	--	--	--	--	--	--



Laughter Minute

Day 1 Day 2 Day 3 Day 4 Day 5 Day 6 Day 7

--	--	--	--	--	--	--

REMEMBER Before doing anything ACTIVE, you must take 5 deep breaths

Carol's 3 Rules for Freedom

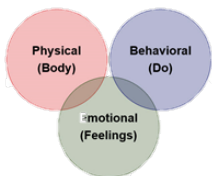
Rule #1: *Avoid the "Quick Fixes"!*



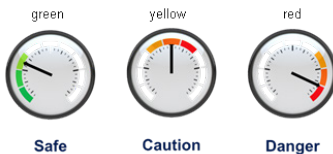
Rule #2: *Become a Stress Detective!*

Know Your:

Stress Signals



Levels



Rule #3: *Use The RIGHT Tools!*

DO60 System™



W.S. Tool #64

A

Deliberate

Adjustment

Providing

Transformation!

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Tools

The tools below can be used to stop



(You must find the ones that work best for YOU!)

Read

Count to 10

Step Away

Listen to Music

Breathing

Guided Imagery

Looking at Nature

Candles

NOW Anchors

Pets

Mental Fox Hole

Mind Pushups

Serenity Prayer

Prayer

Shower or bath

Aromatherapy

+ Self Talk

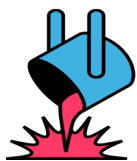
Sound Machine

Family Photos

Mental Moments

Massage

Favorite Mantra



Tools

The tools below release it



(You must find the ones that work best for YOU!)

Talk

Write / Dump

Walk

Laughter

Sing

Punch n Dump

Laughter Meditation

Dance

Air Guitar / Drums

Hobbies

Tai Chi / Martial Arts

Coloring

Empty Chair

Gardening

Ho, Ho, Ha, Ha

Jumping Jacks

Stress Hammers

Exercise

Play w/ Pet

'Gut' Scream

Constructive Destruction

Stress Balls

Carol's Other Resources

The WELL YOU Show

Catch past episodes at
www.TheWellYouShow.com

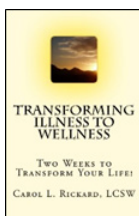
Want More Tools?!

Carol has written more “tool” books!

If you need help:

- ✓ Losing weight
- ✓ Dealing with anger
- ✓ Managing health issues
- ✓ Beginning meditation
- ✓ Practicing self-care

Take a look at the next few pages...



Chronic illness doesn't exclude you from having wellness. Get a blueprint to follow for taking back control of your health!



Are you sick & tired of feeling sick & tired? This is a step by step system for reclaiming your life from depression.

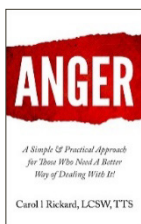


Self-care is often forgotten in this busy world. Carol offers simple and practical strategies to fit in to your busy life!

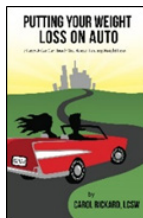


No – this is not promoting smoking! Instead, it provides the knowledge & the 'tools' to finally “Kick Cigarettes Butts”!

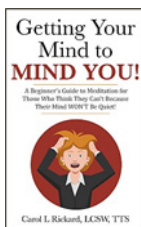
Available: [amazon.com/author/carolrickard](https://www.amazon.com/author/carolrickard)



ANGER - one of the most powerful emotions there is. Learn how to manage it instead of it managing you!



Losing weight doesn't have to be complicated! Learn the 7 *Laws of Lasting Weight Loss* a car can teach us. Guaranteed to work!

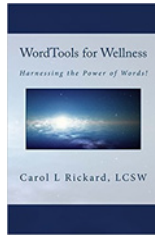


Your mind *is not* supposed to be quiet! Learn how meditation really works & change your life forever!



Do you find yourself struggling with what to say or how to help someone you care about? Learn how to say it & what to

Available: amazon.com/author/carolrickard



WordTools™

What are words tools?

They are acronyms with purpose & meaning!

They are officially called *Artinym*s™, which is Sanskrit for “describe”.

On the back of each word tool is a question for you to answer should you choose to!

We have **4 different versions:**

Wellness Vol. 1 & 2, **Self-Esteem** Vol. 1 & 2

Business Vol. 1 & 2, **Athletes** Vol. 1

The

Only

Day

Afforded

You!

Examples:

A

Deliberate

Addjustment

Providing

Transformation

Daringly

Recognize

Experiences

As

Mine



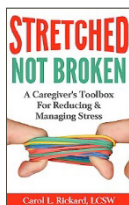
NEW RELEASE!!!!

Kid these days have to deal with so much stress. This makes sure they have the tools to succeed!!

We have three different versions of adult stress books because life circumstances can be different for each.

Choose the one that **best fits** your situation!

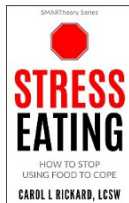
Caregiver



Research has shown caregivers are the MOST vulnerable.

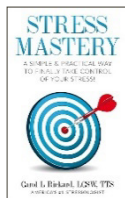
Learn quick, simple, practical tools for reducing and managing it.

Stress Eater



Do you find yourself eating when under stress? Get the tools & knowledge needed to break away from any old habits.

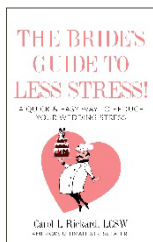
General



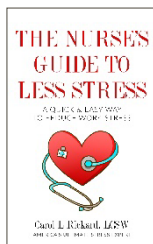
STRESS... It's all around us and NOT getting any less! Get the system Carol has taught to 1,000's & finally take control!

This series of books introduces Carol's proprietary **DO 60 System™** that you learned about in this book! Each version has added chapters geared towards that **specific audience**.

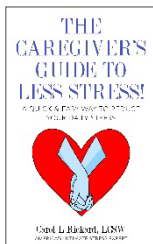
Brides



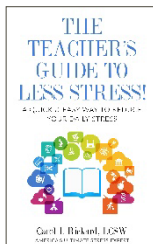
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About The Author



Carol Rickard is a sought-after international speaker and trainer. Her award-winning books and TV show have transformed thousands of lives for the better by teaching real-world solutions for taking control of stress and wellness.

Recognized as one of America's Ultimate Stress Experts, Carol has been teaching stress management in hospitals for nearly 30 years. In addition to the 25+ books published, she has been a featured expert in other publications including Readers Digest, Dr. Oz's The Good Life, and Woman's World Magazine. She wrote a weekly column for Esperanza Magazine's HopeToCope.com.

As a Stage III cancer survivor, Carol knows firsthand the enormous amount of stress that can show up unexpectedly in life and how important it is having the right tools and strategies to help manage stress, so it does not negatively impact your health, your relationships, and living your best life.

She has conducted trainings for numerous organizations including the NJ State Police, Princeton University, Catholic Charities USA, and US Department of Energy. She is the creator and co-host of a nationally syndicated wellness series called The WELL YOU Show, which is based out of Princeton Community Television.

To Contact Carol:

Please feel free to reach out if you have any questions or comments. She'd love to hear how this book has helped you!

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