



dream it be it!

GIRLS CONFERENCE

*by Soroptimist International*

Name: \_\_\_\_\_

Workbook



SOROPTIMIST

Best for Women



A message from the members of Soroptimist International of Happy Valley of the Sun, Soroptimist International of Kachinas, and Soroptimist International of Phoenix, and Soroptimist International of Saguaro Foothills

Dear attendees:

It is a pleasure to welcome you to the Dream It Be It Girls Conference! Every girl experiences transitions in her life when she feels lost, unsure, dependent or controlled by something or someone. Today is the day to break that cycle through education and understanding of tools and supports available. Although change is often stressful and even scary, we believe that with the proper tools and support system, even small changes can create an opportunity for a better life.

With excitement, we built this event to offer a broad range of fun and informative experiences for you to enjoy. Please take a few minutes to read through the agenda and the information about our sessions today. We are excited to give you the information you may need to take your first step toward success. From your informative sessions to the amazing women in Soroptimist International, this Girl's Conference declares that your future is vibrant and wonderful accomplishments are within your control!

This event is truly a workshop, and we are ready to roll up our sleeves to assist you in whatever you need to reach the success you desire. We encourage you to freely share your ideas and needs with those you meet today as we work together to make your dreams happen.

The Soroptimist organization has the mission of improving the lives of women and girls because we know that through strong women the entire family unit is strengthened. We wish strength and rejuvenation for you and are dedicated to assisting you as you take a step toward making your dreams come true.

Thank you for your commitment to making a change in your life today! **We believe in you!**

## *2017 Dream It Be It Girls Conference - AGENDA*

Time	Description
9:00am - 9:30am	Registration
9:30am - 9:40am	Welcome and what to expect
9:40 am - 10:40 am	Session #1 – Discovering your Dreams
10:40 am - 10:55 am	Break
10:55 am – 11:40 am	Session #2 – Exploring Careers
11:40 am – 12:25 pm	Session #3 - Creating Achievable Goals
12:25 pm – 1:00 pm	Break – Lunch and Visit the Resource Tables and Vendors
1:00 pm – 2:00 pm	Session #4 - Rising Above Obstacles, Turning Failure into Success
2:00 pm – 2:45 pm	Session #5 - Putting Dreams Into Action
2:45 pm - 3:00 pm	Closing & Free Raffles

# Session Descriptions

## 9:40am to 10:40 am

### Session 1: Discovering Your Dreams

Through varying activities, you will have the opportunity to reflect on your values, aspirations, and interests. You will hopefully be inspired to envision your future and be empowered to believe in your own capacity to make these future dreams a reality.

#### Session Objectives:

- Visualize dreams; Create a dream collage.

## 10:55am to 11:40 am

### Session 2 – Exploring Careers

Many girls (and adults, too!) say they have no idea what they want to do with the rest of their lives. Although some girls may have dreamed about a certain career from a young age, many experience anxiety about an uncertain future in the workplace. With a focus on career exploration, we will lead you through a self-assessment of interests and values, because what you care about now can predict careers in the future. As you become more aware of your own values and strengths, you will develop greater self-confidence and a practical approach to career decision-making.

#### Session Objectives:

- Identify personal values and skills; Find connection between values and possible careers.

## 11:40am to 12:25 pm

### Session 3 – Creating Achievable Goals

This session addresses the important personal and professional skill of goal setting. You may have various feelings about setting goals; some may be setting goals for the first time, while others might already have developed defined goals. You will practice goal-setting and learn how to develop a clear, reasonable goal and map out small action steps to achieve it..

#### Session Objectives:

- Associate specific characteristics with successful goals.
- Write personal goals and accompanying short-term and long-term action steps.

## 1:00pm to 2:00pm

### Session 4: Rising Above Obstacles and Turning Failure Into Success

This session seeks to address the adversity that women of all ages face in their lives and jobs, often just by nature of their gender. Sexism and gender norms may be difficult concepts to understand, since they are considered “natural” in society and therefore invisible in our everyday lives. It is important for you to be aware of likely obstacles to future success. This session introduces you to the specific adversity that many girls and women face, provokes critical thinking about gender norms, and provides you with strategies to combat this adversity.

#### Session Objectives:

- Identify obstacles faced by girls and women in the workplace.
- Create flexible solutions to these obstacles and put them into practice.
- Identify key characteristics of resilience and apply them to examples.
- Demonstrate various strategies for managing and coping with stress.

## 2:00pm to 2:45pm

### Session 5: Putting Dreams Into Action

For many, dreams are simply dreams. They do not necessarily lead to direct action to turn those dreams into a reality. This final session addresses the gap between dreams and action by weaving together participants' vision with practical skills developed in previous sessions. In this closing session, participants will create a concrete action plan for achieving their goals. Participants will also identify members of their family and community who can support them in implementing their action plan. Finally, participants will review resources available to them to help achieve their goals.

#### Session Objectives:

- Explain one personal goal and accompanying short-term and long-term action steps.
- Identify potential support system.

## Notes

*What would you do with your life if you could do anything?*

*Would that change if you knew you could not fail or money was not an obstacle?*

*Who do you admire? What qualities do they have that you like?*

*What type of job sounds cool?*

[illegible]

## Notes

[illegible]

# Values

## EXPLORING CAREERS

Accountability	Excitement	Practicality
Accuracy	Expertise	Preparedness
Achievement	Fairness	Professionalism
Adventurousness	Faith	Recognition
Ambition	Fame	Reliability
Assertiveness	Family-oriented	Resourcefulness
Beauty	Fitness	Results-oriented
Belonging	Focus	Security
Boldness	Freedom	Self-control
Calmness	Generosity	Selflessness
Carefulness	Goodness	Self-reliance
Cheerfulness	Grace	Sensitivity
Commitment	Happiness	Serenity
Compassion	Hard Work	Simplicity
Competitiveness	Health	Spontaneity
Consistency	Helping Society	Stability
Control	Honesty	Strength
Cooperation	Honor	Structure
Courtesy	Humility	Success
Creativity	Independence	Support
Curiosity	Insightfulness	Teamwork
Decisiveness	Intelligence	Thankfulness
Dependability	Justice	Thoroughness
Determination	Kindness	Thoughtfulness
Diligence	Leadership	Timeliness
Discipline	Love	Tolerance
Discretion	Loyalty	Traditionalism
Diversity	Making a difference	Trustworthiness
Effectiveness	Meaningful work	Understanding
Empathy	Openness	Uniqueness
Enthusiasm	Organized	Unity
Equality	Patriotism	Usefulness
Excellence	Positivity	Vision
		Vitality

# *My Values: What is Important to Me?*

## EXPLORING CAREERS

Family



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Personal



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My Values



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School



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Work

**Who do I admire and why? What values do I see in those people?**

**How do I personally define success?**

# Work Value Inventory

## EXPLORING CAREERS

(least Important) 1-----2-----3-----4-----5 (most important )

- \_\_\_\_\_ **Help Society:** Do something to contribute to make my community better
- \_\_\_\_\_ **Helping Others:** Do something where I use my skills to help others
- \_\_\_\_\_ **Organization:** Do work that involves planning, structure, putting things in order for others
- \_\_\_\_\_ **Prestige:** Get positive feedback, public recognition, and respect for work well done
- \_\_\_\_\_ **Intellectual Stimulation:** Like complex questions, analytical tasks, and abstract problem solving, learning
- \_\_\_\_\_ **Creative Expression:** Create new ideas, programs, products, or anything inspired by original thinking
- \_\_\_\_\_ **Influence:** Be in a position to change attitudes, behaviors or opinions of other people
- \_\_\_\_\_ **Authority:** Have the power to direct, manage, or supervise the work done by others
- \_\_\_\_\_ **Problem solving:** Like to search for answers through review of all options and careful thinking
- \_\_\_\_\_ **Interpretation:** Make sense of scientific or technological information
- \_\_\_\_\_ **Self Starter:** Like to build things from scratch, am proactive and optimistic, don't need oversight
- \_\_\_\_\_ **Public Contact:** Have a lot of day-to-day interactions with people
- \_\_\_\_\_ **Physical Challenge:** Have a job that requires bodily strength, speed, dexterity, or agility
- \_\_\_\_\_ **Consistency:** Have a work routine and job duties that are likely to be predictable and change little
- \_\_\_\_\_ **Financial Reward:** Have ability to earn bonuses, rewards and higher income based upon performance
- \_\_\_\_\_ **Structure:** Have job duties with clearly defined policies and procedures
- \_\_\_\_\_ **Time Freedom:** Have ability to determine my own work hours
- \_\_\_\_\_ **Competition:** Engage in activities that measure my abilities against others
- \_\_\_\_\_ **Practicality:** Apply a concrete approach to problem solving, rather than using theories or ideas
- \_\_\_\_\_ **Technical Competence:** Demonstrate a high degree of mechanical expertise and hands-on knowledge
- \_\_\_\_\_ **Moral Fulfillment:** Feel that my work is consistent with my core beliefs or ideals
- \_\_\_\_\_ **Knowledge:** Develop new information and ideas. Pursuit of knowledge, truth, and understanding
- \_\_\_\_\_ **Independence:** Prefer to work on tasks by myself
- \_\_\_\_\_ **Numerical:** Prefer to work with numbers, math, and counting
- \_\_\_\_\_ **Originality:** Like fresh ideas, expressing self in independence and individual manner
- \_\_\_\_\_ **Accuracy:** Have job duties that require close attention to detail or precise record keeping



# My Values, Career Examples

## EXPLORING CAREERS

Values	Career Type	Career Examples	
<ul style="list-style-type: none"> <li>• Creative Expression</li> <li>• Independence</li> <li>• Time/Freedom</li> <li>• Originality</li> </ul>	<i>Artistic</i>	<ul style="list-style-type: none"> <li>• Journalist</li> <li>• Actress</li> <li>• Graphic Designer</li> <li>• Welder</li> <li>• Museum Curator</li> <li>• Hair Dresser</li> <li>• Writer/Editor</li> <li>• Aesthetician</li> </ul>	<ul style="list-style-type: none"> <li>• Actor</li> <li>• Art Teacher</li> <li>• Composer</li> <li>• Musician</li> <li>• Clothes Designer</li> <li>• Librarian</li> <li>• Advertising</li> <li>• Photo Journalist</li> </ul>
<ul style="list-style-type: none"> <li>• Technical Competence</li> <li>• Competition</li> <li>• Physical Challenge</li> <li>• Practicality</li> </ul>	<i>Realistic</i>	<ul style="list-style-type: none"> <li>• Mechanic</li> <li>• Carpenter</li> <li>• Police Officer</li> <li>• Engineer</li> <li>• Woodworker</li> <li>• Aircraft Mechanic</li> <li>• Architect</li> </ul>	<ul style="list-style-type: none"> <li>• Electrician</li> <li>• Farmer</li> <li>• Flight Engineer</li> <li>• Locksmith</li> <li>• Pilot/Flight Attendant</li> <li>• Truck Driver</li> <li>• Precision Manufacturing</li> </ul>
<ul style="list-style-type: none"> <li>• Authority</li> <li>• Financial Reward</li> <li>• Influence</li> <li>• Prestige</li> <li>• Self-starter</li> </ul>	<i>Enterprising</i>	<ul style="list-style-type: none"> <li>• Real Estate Agent</li> <li>• Manager/CEO</li> <li>• Politician</li> <li>• Stock Broker</li> <li>• Sales Representative</li> <li>• Business Owner</li> <li>• Financial Planner</li> <li>• Chef</li> </ul>	<ul style="list-style-type: none"> <li>• Hotel/Restaurant Manager</li> <li>• Travel Agent</li> <li>• City Manager</li> <li>• Auctioneer</li> <li>• Lawyer</li> <li>• TV Newscaster</li> <li>• Bank work</li> </ul>
<ul style="list-style-type: none"> <li>• Helping Others</li> <li>• Helping Society</li> <li>• Moral Fulfillment</li> <li>• Public Contact</li> </ul>	<i>Social</i>	<ul style="list-style-type: none"> <li>• Counselor</li> <li>• Social Worker</li> <li>• Human Resources</li> <li>• Teacher</li> <li>• Nurse/Doctor</li> <li>• Certified Nurse Asst</li> <li>• Childcare Professional</li> <li>• Personal Trainer</li> </ul>	<ul style="list-style-type: none"> <li>• Dental Hygienist</li> <li>• Parole Officer</li> <li>• Physical Therapist</li> <li>• Athletic Trainer</li> <li>• Dietician</li> <li>• Clergy</li> <li>• Massage Therapist</li> <li>• Medical Assistant</li> </ul>
<ul style="list-style-type: none"> <li>• Consistency</li> <li>• Structure</li> <li>• Accuracy</li> <li>• Organization</li> <li>• Numerical</li> </ul>	<i>Conventional</i>	<ul style="list-style-type: none"> <li>• Accountant</li> <li>• Book Keeper/CPA</li> <li>• Paralegal</li> <li>• Data Processor</li> <li>• Computer Operator</li> <li>• Housekeeping</li> </ul>	<ul style="list-style-type: none"> <li>• Bank Teller</li> <li>• Mail Carrier</li> <li>• Post Office Clerk</li> <li>• Admin Assistant</li> <li>• Court Clerk</li> </ul>
<ul style="list-style-type: none"> <li>• Knowledge</li> <li>• Intellect Stimulation</li> <li>• Interpretation</li> <li>• Organization</li> <li>• Problem solving</li> </ul>	<i>Investigative</i>	<ul style="list-style-type: none"> <li>• Physician</li> <li>• Computer Programmer</li> <li>• Psychologist</li> <li>• Software Engineer</li> <li>• Management Consultant</li> <li>• College Professor</li> <li>• Bioscience Engineer</li> </ul>	<ul style="list-style-type: none"> <li>• Biologist</li> <li>• Chemist</li> <li>• Dentist</li> <li>• Surveyor</li> <li>• Veterinarian</li> <li>• Meteorologist</li> <li>• Mathematician</li> <li>• Criminal Scene Investigator</li> </ul>

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# *SMART Goal Characteristics*

## CREATING ACHIEVABLE GOALS

### **Specific:**

Your goal must be clear and well defined, not vague or general. Without a specific direction your goal is not strong enough to show you the way to success. When you define precisely where you want to go, getting there is much easier.

- What: What do I want to accomplish?
- Why: Specific reasons, purpose or benefits of accomplishing the goal.
- Who: Who is involved?
- Where: Identify a location.
- Which: Identify requirements and constraints.

### **Measurable:**

Include precise amounts, dates, and other details in your goals, so that you can measure if you are on track. Without a way to measure your progress, you miss out on the celebration that comes with achieving them.

- How much?
- How many?
- How will I know when it is accomplished?

### **Attainable:**

Make sure that the goal you set is achievable. Setting goals without the hope of achieving them can erode your confidence. Also resist the urge to set goals too low or easy. Accomplishing a goal that you didn't work hard for can be unsatisfying and can also make you fear setting future goals that carry a risk of non-achievement.

- How can the goal be accomplished?
- How realistic is the goal based on other constraints?

### **Relevant:**

Look at the bigger picture of your dreams and be sure the goals line up with where you want to go.

- Does this seem worthwhile?
- Is this the right time?
- Does this match our other efforts/needs?
- Are you the right people engaged in your goal?

### **Time-Bound:**

Your goals must have a deadline. When you have a deadline, your sense of purpose increases and achievement is more likely.

- When?
- What can I do six months from now?
- What can I do six weeks from now?
- What can I do today?

# Writing Original Goals

## CREATING ACHIEVABLE GOALS

### Writing a goal:

Here is an example of how to write a goal to include the characteristics described in a SMART goal.

“My goal is to **action verb** + **specifics** + **measure of success** + **key results**”

### Goal Example:

My goal is to **successfully complete** **four college credits before I start community college** so I **can be prepared for my first semester of community college**.

### Goal specifics:

Thinking back to your dream collage and career examples tied to your work values, can you think of specific concepts that could be used to create a goal? The following questions may help:

How far do you hope to go in school?

Do you want to achieve a college level degree?

What kind of job interests you the most?

Do you want to one day live on your own?

In what ways do you want to be involved in your community?

### Goals:

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# *Writing Original Goals*

## CREATING ACHIEVABLE GOALS

**My goal is...**

**The SMART characteristics that my goal has are...**

**Specific:**

**Measurable:**

**Attainable:**

**Relevant:**

**Time-bound:**

**The action steps that I will take to achieve my goal are...**

[illegible]

# Feelings/Responses

When we fail, it is a natural response to have negative feelings about the failure. Resilience is about changing the negative emotion we have with failure and finding a positive response.

Feeling Related to Failure	Emotions/Reaction
Frustrated	Lashed out and yelled at someone; took frustration out on family/friends; blamed others

Positive Responses Could Have to emotions/reactions:

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# *Resilience: Got Bounce?*

## TIPS TO BUILDING RESILIENCE

**Get Together.** Talk with your friends and, yes, even with your parents. Understand that your parents may have more life experience than you do, even if it seems they never were your age. They may be afraid for you if you're going through really tough times and it may be harder for them to talk about it than it is for you! Don't be afraid to express your opinion, even if your parent or friend takes the opposite view. Ask questions and listen to the answers. Get connected to your community, whether it's as part of a church group or a high school group.

**Cut Yourself Some Slack.** When something bad happens in your life, the stresses of whatever you're going through may heighten daily stresses. Your emotions might already be all over the map because of hormones and physical changes; the uncertainty during a tragedy or trauma can make these shifts seem more extreme. Be prepared for this and go a little easy on yourself and others.

**Create A Hassle-Free Zone.** Find a space you can make a "hassle-free zone" - not that you keep everyone out, but your space should be a haven free from stress and anxieties. But understand that your parents and siblings may have their own stresses if something serious has just happened in your life and may want to spend a little more time than usual with you.

**Take Care Of Yourself.** Be sure to take of yourself - physically, mentally and spiritually. And get sleep. If you don't, you may be more grouchy and nervous at a time when you have to stay sharp. There's a lot going on, and it's going to be tough to face if you're falling asleep on your feet.

**Take Control.** Even in the midst of tragedy, you can move toward goals one small step at a time. During a really hard time, just getting out of bed and going to school may be all you can handle, but even accomplishing that can help. Bad times make us feel out of control - grab some of that control back by taking decisive action.

**Express Yourself.** Sometimes, it's just too hard to talk to someone about what you're feeling. If talking isn't working, do something else to capture your emotions like start a journal, or create art. Calling a hotline will get you in touch with others who may know what you are going through.

**Humor** is the ability to find something funny (especially in yourself) in a situation, even when things seem really bad. Humor often gives you the perspective needed to relieve tension and make a situation better.

**Help Somebody.** Nothing gets your mind off your own problems like solving someone else's. Try volunteering in your community or at your school, cleaning-up around the house or apartment, or helping a friend with his or her homework.

**Put Things In Perspective.** The very thing that has you stressed out may be all anyone is talking about now. But eventually, things change and bad times end. Think about the important things that have stayed the same, even while the outside world is changing. When you talk about bad times, make sure you talk about good times as well.

**Turn It Off.** You want to stay informed - you may even have homework that requires you to watch the news. But sometimes, the news, with its focus on the sensational, can add to the feeling that nothing is going right. Try to limit the amount of news you take in, whether it's from television, news sources, magazines, or the Internet. Watching a news report once informs you; watching it over and over again just adds to the stress and contributes no new knowledge.



# Obstacles to Success

## RISING ABOVE OBSTACLES

### **Obstacle: Low Self-Esteem and Poor Body Image**

- Many women and girls are held back by negative body image
- In a recent US survey, 97% of respondents experienced an “I hate my body” thought every day
- Low self-esteem and poor body image —> decreased concentration, decreased performance on mental activities (mathematics, reasoning, etc.) One study had women college students wear either a swimsuit or sweater for 10 minutes, then complete a math test. Results revealed that those in swimsuits performed significantly worse on math problems than those wearing sweaters.
- Takeaway: disrupted mental performance can be an obstacle to girls’ educational or career success

**What are some solutions to improving self-esteem and poor body image?**

### **Obstacle: Physical and/or Sexual Violence and Harassment**

- 70% of women in the US have at one point experienced intimate partner violence or non-partner sexual violence.
- While much of the physical, psychological, sexual or economic violence occurs at home, behind closed doors, the effects of this violence can continue in the workplace by the abuser.
- Sexual harassment = “unwelcome sexual advances, requests for sexual favors, and other verbal/physical harassment of a sexual nature, included making offensive comments about them or women in general”
- Sexual harassment is underreported
- Victims of sexual harassment (men and women) experience harmful psychological effects, including humiliation, loss of self-esteem, increased isolation, increased work/school absenteeism, and low productivity

**What are some ways we can help those who have been harassed or have been in violent relationships?**

# Obstacles to Success

## RISING ABOVE OBSTACLES

### **Obstacle: Bullying and Peer Pressure**

- Bullying is an increasingly widespread concern in school communities. In the US, 71% of teens have seen bullying occurring in their schools
- Girl-to-girl bullying is just as common as male bullying
- Bullying often has serious consequences on its victims
  - ◊ Victims can experience more stress, lower self-esteem, greater social anxiety, and reduced overall personal, social, and academic wellness
  - ◊ Victims have a higher risk of mental health issues and lower attendance rates and are more likely to drop out of school than non-victims
- These consequences can inhibit girls' educational and career development
- Peer pressure can make you do things you may otherwise never do. Can cause regret.
- Pressure to join gangs or unfavorable peer groups

**What are some ways we can help stop bullying? Help others who have been bullied?**

### **Obstacle: Family Obligations**

- Traditionally, women have been seen as caregivers. They are held responsible for raising children and managing household chores
- These strict gender roles can hinder women's career development
- When men take a break from employment for education or other reasons, their wages or employment rate are not negatively affected, but women who take a break to raise children experience the "motherhood penalty". This consists of lower hiring rates, lower hourly wages and starting salaries. There is a perception of mothers as being less competent or committed to working.

**What are ways in which we can change the stereotypes of women around family obligations?**

# Other Obstacles

## RISING ABOVE OBSTACLES

### **Obstacle:**

- Substance abuse (self, family, friends)
- Stress
- Depression
- Pregnancy
- Financial
- Can you think of others?

**What are ways in which someone could deal with these obstacles?**

# Solutions to Obstacles

## RISING ABOVE OBSTACLES

### **Solutions: Seek a Mentor**

- A mentor is someone who teaches or gives advice to a less experienced and often younger person
- Having a mentor is crucial to career development
- Mentors can provide emotional, social, and personal growth opportunities for their mentee, career advice and feedback.
- They can assess your strengths and weaknesses, introduce you to new perspectives and resources and may help you understand a particular career field.
- Mentors can be found in community organizations, through teachers, guidance counselors, coaches, trainers, neighbors, trusted friend or family member, youth group leaders or other leaders in your community.

**Can you think of some potential mentors you could ask advice of?**

# *Solutions to Obstacles*

## **RISING ABOVE OBSTACLES**

### **Solutions: Address the Obstacle Head On**

- You can overcome obstacles by addressing the obstacle through change:
  - ◊ Get informed - do online research, talk to experts
  - ◊ Engage with others who have similar obstacles, through support groups or blogs
  - ◊ Raise awareness; use your voice on social media for a good cause
  - ◊ Speak out
  - ◊ Become an advocate for change to help yourself or others break down barriers

**Are there some steps you can take to address any obstacles you have?**

### **Solutions: Develop a Support System**

- A support system is a group of people in your life who genuinely care about you and who are there through good times or bad
- They can be friends, family, colleagues, peers—anyone whom you can turn to for emotional or practical support
- People with good support networks report better health, longer lives and greater well-being
- Friends and loved ones help you become more resilient and more capable of overcoming obstacles. They listen to your fears, hopes, dreams; they make you feel seen and understood.
- They can help you think through alternatives and solve problems.
- Overall, having a support system makes it easier to break down barriers in your way and accomplish your goals.
- If you want to build your support network, try volunteering, taking up a new sport, joining a club or using safe online resources.

**Can you name some people in your life whom you would already consider part of your support system? Are there others whom you could add to your support system?**

# *Solutions to Obstacles*

## RIISING ABOVE OBSTACLES

### **Solutions: Practice Self-Care**

- Self-care is “any intentional actions you take for your physical, mental or emotional health
- Self-care is unique for everyone, but often includes personal hygiene, nutrition, and lifestyle activities (sports, leisure, etc.)
- This could also include surrounding yourself with great people, positive self-talk
- Good self-care combats low self-esteem and is shown to improve physical health, relationships, and happiness
- Take time every day for yourself: get outside, read a book, dance, watch the clouds for five minutes, stretch, or take a nap
- Some things you can do for self-care:
  - ◊ Create list of compliments people say about you to read later when you have self-doubts
  - ◊ Limit interactions with negative people. Deliberately choose who to spend time with.
  - ◊ Limit unhealthy food choices
  - ◊ Ask someone for help
  - ◊ Start a journal to note when you are feeling down, frustrated or unmotivated. What were you doing at the time? What was happening in your life?
  - ◊ Help someone else or volunteer
  - ◊ Remove clutter from your life
  - ◊ Have high standards for yourself

**Are there other things you can think of for self-care?**

### **Solution:**

- Resources (e.g. TeenLifeline)
- Talk to adults/parents

**What are other solutions you can think of to overcome obstacles?**

# *Obstacles Impact to Goals*

## **RISING ABOVE OBSTACLES**

**What are some possible obstacles to my goal from page 9?**

**What are possible solutions to overcome these obstacles? What needs to happen to make my goals successful?**

**Who could help me overcome these obstacles or help me make my goals successful?**

**Are there any parts of your plan where you have doubts, are confused how to proceed or are overwhelming? What do you need more information about?**

# Identifying Stress

## BALANCING YOUR STRESS

Take this short quiz!

**True or False - Stress looks the same for everyone?**

**False:** Stress is difficult to define because it is different for every person. What causes stress and how it is experienced varies greatly from person to person. In every case, though, stress is defined as a state of tension related to your body attempting to cope with its environment. Stress is the body's way of preparing to meet a tough situation.

**True or False- Stress is always bad.**

**False:** When the cause of the stress is good or only present for a short amount of time, this reaction can be helpful, increasing productivity or preventing injuries. When a stressor is very demanding or is experienced over a long period of time, stress can be harmful and is experienced through a number of negative physical, mental and emotional symptoms.

**True or False- Stress can affect my body**

**True:** Negative stress can affect your body, your behavior, and your emotional state. Some physical symptoms of negative stress can include headaches, muscle aches, upset stomach, tiredness, and insomnia. Behavioral symptoms of negative stress include constant worrying, racing thoughts, inability to concentrate, and substance abuse. Negative stress can also cause emotional symptoms like anxiety, sadness, mood swings, overwhelmed feelings, insecurity and even panic

**True or False- There is nothing I can do about stress. It happens and you endure it.**

**False:** There are many ways to learn to cope with and manage stress. Over the next few pages in the workbook, you will learn various strategies to increase your ability to deal with stress.

## Learn to let go

Not only can you avoid stressors, you can also make priorities and focus on what's important to you. You will never be able to fix every problem that you face because there are some things that are totally out of your control. When you waste your energy worrying about the things you can't change, you might not have the energy left over to fix the things you can. Choose what parts of your life are important and learn to let go.

Technically, situations are not stressful in their own right. Rather it is our interpretation of the situation that drives the level of stress that we feel. Sometimes we are right in what we say to ourselves. Some situations may actually be dangerous, and may threaten us physically, socially or in our career. Here, stress and emotion are part of the body's "early warning system" that alerts us to the threat of these situations.

Very often, however, we are overly harsh or unjust to ourselves, in a way that we would never be with friends or co-workers. This habit, along with other negative thinking, can cause intense stress and unhappiness and can severely undermine our self-confidence.

# Changing Your Thoughts About Stress

## BALANCING YOUR STRESS

### Changing Your Thinking About Stress

The following three steps will allow you to change your thinking and reduce your stress:

- Notice your thoughts
- Challenge your thoughts
- Replace your thoughts with more positive thoughts

### Notice Your Thoughts

You're thinking negatively when you fear the future, put yourself down or severely criticize yourself for mistakes. Negative thinking damages your confidence and harms your performance.

Negative thoughts tend to come briefly into consciousness, do their damage, and get back out again, while we barely notice their significance. The first step to changing your thinking is to notice your thoughts; observe your thoughts and become aware of the things you say to yourself in your head.

One way to practice this is to observe your thoughts as you have a stressful situation. Do not suppress any thoughts. Instead, just let them run their course while you listen to them, and write them down as they occur. Being aware of your thoughts is the first step in the process of managing negative thoughts. You can only manage those that you pay attention to or notice. Below are some examples of negative thoughts and how to turn them into positive thoughts. What can you add?

Negative Thought	Rational Thought	Positive Thought
I will never understand this test material	This material is difficult, but I can get help from someone who understands it.	I am smart and capable. I know I will be able to understand this material eventually.
I can't study. I feel way too anxious. Why can't I control my anxiety?	It's okay and normal to feel anxious. It's not dangerous and it's not my fault. It's just the way I feel.	I won't let this anxiety stop me. I can feel anxious about this test and still study for it.



# Changing Your Thoughts About Stress

## BALANCING YOUR STRESS

### Challenge Your Thoughts

The next step in dealing with negative thinking is to challenge the negative thoughts that you identified. Look at every thought you wrote down and rationally challenge it. Ask the following:

- Am I confusing my feelings with facts?
- Are my perceptions right or are my feelings getting in the way?
- Am I thinking this way because I am feeling bad right now?

When you challenge negative thoughts rationally, you should be able to quickly see whether the thoughts could be incorrect or truly do have factual substance to them. If needed, take actions to change the way you are thinking.

### Replace Your Negative Thoughts with More Positive Thoughts

When you have challenged incorrect negative thinking, it's often useful to use rational positive thoughts and affirmations to counter them. It's also useful to look at the situation and see if there are any opportunities that are offered by it.

Affirmations are words of support and encouragement that help you to build self-confidence. By basing your affirmations on a clear, rational assessment of the facts, you can start to undo the damage that negative thinking may have done to your self-confidence. If appropriate, write these affirmations down on your worksheet, so that you can use them when you need them.

### Take Care of Your Body

Making an active effort to nourish, exercise and look after your body has been shown to significantly reduce stress. Here are four strategies to keep your mind and body happy and healthy:

#### Exercise

It is important to manage and control stress. You may think you don't have time to exercise when you are most stressed, but that is exactly when you need it the most! The next time you feel stressed or nervous, try going for a quick walk, do some jumping jacks or run in place! Research shows you will be able to think better after you use up those stress hormones through exercise.

#### Eat Well

Good nutrition makes you healthier and keeps you alert through the day and your mood steady. People who eat mostly junk food have highs and lows in their energy level, which harms their ability to reduce stress. Instead of focusing on "bad" foods or eating less, try eating more of the good stuff: fruits, vegetables and whole grains. You will be more focused for a longer period of time.

#### Get enough sleep

Getting a good night's sleep can be challenging, but sleep is crucial to growing and thinking clearly. To improve your sleeping habits, try going to sleep around the same time every night. It is also important to avoid exercising, doing homework, or watching TV right before bed. If you find yourself up worrying about things, consider making a list of worries and putting it aside before going to sleep.

#### Try active relaxation

You can flip the switch from being stressed to relaxed by fooling your body. Your body can only use the relaxed or emergency nervous system at any one time, not both. You can turn on the relaxed system by doing the opposite of what your body does when it is stressed. Try lying down and taking ten deep, slow breaths to reduce stress levels. You can also try yoga or meditation concepts.

# Changing Your Thoughts About Stress

## BALANCING YOUR STRESS

### Don't Let Your Emotions Overwhelm You

#### Take a visual vacation

Sometimes the best way to de-stress is to take your mind away to a more relaxing place. One way to do this is through visualization. Think about a beautiful, calm place where you imagine yourself relaxing. When you are stressed, sit down, lean back, take deep breaths, close your eyes and imagine yourself in that calm place.

#### Distract Yourself

Another healthy way to escape stress is to distract yourself for a few minutes. Take a walk, enjoy an hour reading a book or chat with a friend. No matter what your strategy is, allowing yourself a quick break from your worries makes them seem more manageable when you return.

#### Find healthy outlets

Sometimes feelings become so overwhelming that we want to cram them all away in an imaginary box and deal with them later. When this happens, it's a good idea to pick just one problem to work on and forget the rest for the moment. One way to do this is to find healthy ways to release your thoughts or worries. For example, creative outlets like crafts, art, music, poetry, singing, dancing and rap are all powerful ways to let your feelings out and express yourself. Talking about the problem with an adult or friend that you trust can also help release some negative emotions. Journaling, prayer, and meditation are also useful outlets.

### Self Care Plan

Identify two areas of your life where you experience stress:

1.

2.

Identify two strategies you can use to manage the stressors above:

1.

2.

# Planning Ahead

## Taking Actions Now

### What could you do now to make your dreams easier to achieve?

Fill in the some examples for the sentence “\_\_\_\_\_ makes it possible to \_\_\_\_\_ in the future”.

_____ (doing/getting/ taking/:organizing/creating//attaining)	Makes it possible to do _____ in the future

## Notes

[illegible]

## Notes

[illegible]

## Notes

[illegible]

## Resources:

## Dream Collage and Vision Board Resources:

<http://makeavisionboard.com/what-is-a-vision-board/>

[http://www.ehow.com/how\\_4487398\\_create-dream-collage.html](http://www.ehow.com/how_4487398_create-dream-collage.html)

## Career Help:

[www.careerkey.org](http://www.careerkey.org)

## Self-care

<http://tinybuddha.com/blog/45-simple-self-care-practices-for-a-healthy-mind-body-and-soul/>

## Stress

<http://www.webmd.com/balance/guide/tips-to-control-stress>

*Notes:*

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



SOROPTIMIST

Best for Women

## Who we are...

We are part of a global organization...**Soroptimist International (SI)**... with the mission to improve the lives of women and girls through programs leading to social and economic empowerment.

We represent four clubs from Phoenix, the west valley and the east valley with volunteers who are dynamic, energetic professionals who give back to the community. We are passionate about leadership, education, human rights, wellness and more. Through hands-on community based projects, educational seminars, fundraising and action - we strive to make a difference while having fun!

## Contact us...

We have many opportunities to become involved, but also understand the demands of being a manager, business owner, employee, parent, spouse, and all other titles we hold!

**Soroptimist International of Happy Valley of the Sun:** Learn more at [www.sihappyvalleyofthesun.org](http://www.sihappyvalleyofthesun.org)

**Soroptimist International of the Kachinas:** Learn more at [www.sikachinas.org](http://www.sikachinas.org)

**Soroptimist International of Phoenix:**  
Learn more at [www.siphx.org](http://www.siphx.org)

**Soroptimist International of Saguaro Foothills:**  
Learn more at [www.sisaguarofoothills.org](http://www.sisaguarofoothills.org)

Our clubs **invite you** to experience the energy and passion of our members by coming to a meeting or attending another Soroptimist-sponsored event. We hope to see you soon!

community service