



Self Care

for Job Search



Osborne Village
RESOURCE CENTRE

Sep 22, 2020

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Contents

What Motivated Me to Take This Workshop?.....	3
What Do I Want to Take Away from This Workshop?	3
Workshop Goals.....	3
Why do we need to practice ‘Self Care’?.....	4
Motivation and Change	5
Why This Isn’t Just Positive Thinking.....	6
Five Simple (maybe not easy) Tools for Job Seekers	6
Use Positive WORDS to Describe Yourself.....	7
Strategies to reframe negative language.....	7
How We Focus Our ATTENTION (Mindfulness)	8
Worry About the Past or the Future	8
Strategies to get back to the present moment.....	8
Having an Attitude of GRATITUDE	9
Gratitude List.....	9
The SELF CARE we provide ourselves	11
Making time for PLAY.....	14
Benefits of playing while looking for work.....	15
Free or inexpensive ideas for play	15
Additional Benefits of Play	15
More resources for free or inexpensive play.....	16
Self-Care Toolbox Review	17
My First Self-Care Tool.....	17
My Action Plan (SMART/ER Goal Setting).....	18
My First Goal	18
My REVISED Goal (<i>if needed</i>)	19
Possible obstacles I need to prepare for.....	20
How can I overcome these obstacles?.....	20
Date to Evaluate.....	20
Questions for Review/Revision	21
What’s Next?.....	21
More Ideas for Success	22
Journalling - Pennebaker’s Writing Rules	22
Plaster Post It Notes in Every Room.....	22
Resources	23
Books	23
Internet.....	24
Mental Health Resources	25
Parting Thoughts.....	26
Contact Information for New Positive People / Accountabilibuddies:.....	26

What Motivated Me to Take This Workshop?

Take a moment and jot down what made you decide to take this workshop

What Do I Want to Take Away from This Workshop?

Take a moment and jot down what you hope to learn from this workshop.

Workshop Goals

- 1) To become aware of how positivity affects all aspects of our lives
- 2) To introduce five different ways to increase your positivity

**Every day is a chance to
change your life.**

www.dailyquotes.com

Why do we need to practice 'Self Care'?

According to Abraham Lincoln, "most folks are about as happy as they make up their minds to be. "

Yet scientists and psychologists agree that negativity is the brain's default position. One leader in the field of positive psychology, Mihaly Csikszentmihalyi, believes that "worrying is the brain's default position." Another leader in the field, Martin Seligman says that our brains are "'hard-wired' to be negative." Evolutionary psychologists explain that the brain's negative default position was necessary for our survival when we had to be constantly on the watch for danger in order to survive.

Despite the fact that we no longer need to be constantly on the watch for danger, our brains still operate that way. Our negative default makes our reactions to negative experiences THREE times stronger than our reactions to positive experiences. That's why it seems like we remember the negative, for longer periods of time and more vividly, than the positive. It is also the reason that we need 3 positive experiences to balance out ONE negative experience.

That's good news! We are actually hardwired to think negatively, it's not something that we deliberately choose to do, nor is it a weakness. Mihaly Csikszentmihalyi, Martin Seligman, and many others in the field of psychology, explain that we have to learn how to keep negative emotions in check by increasing our positivity.

The truth is that most folks are about as happy as they **train their minds to be**. It doesn't matter how smart you are, or how much willpower you have, or how old you are, or how much education you have. Unless you work to change it, your brain will continue to remain in its natural negative state.

It bears repeating, **unless you work to change it**, your brain will continue to remain in its natural negative state. To keep negative emotions in check and increase our positivity we have to train our brains. This is especially important to remember when we are most vulnerable to negativity—when we are looking for work.

Because our brains are made of malleable neural pathways we can change our negative default thinking. Each time we think positively we strengthen a new neural pathway. The stronger the neural pathway becomes, the more we will be able to keep our negative emotions in check and increase our positivity.

Motivation and Change

Motivation is essential for change. Without motivation there is no momentum, and without momentum there is no movement. To change, it is helpful to know, understand and record the benefits of thinking positively. This will provide the necessary motivation when you feel your spirits lagging.

Think about the following question and record your thoughts below. How would being positive affect my relationships?



Think about the following question and record your thoughts below. How would being positive affect my health?



Think about the following question and record your thoughts below. How would being positive affect my job search?



The evidence is clear! A positive mindset is beneficial to your relationships, your health and your job search. Whenever you feel your spirits lagging, re-energize by reviewing the benefits of being positive.

Why This Isn't Just Positive Thinking....

Think of it like a garden. If you clear out a space in your yard, and you leave it alone without making any kind of effort, what is the default setting of bare earth here in Winnipeg in the summer: WEEDS.

Positive thinking is sitting in the yard and chanting “there are no weeds”. Positivity is a set of daily practices that show your brain (not just tell it, although telling it is part of the process) that things are better and can be better, no matter how hard it seems right now.



Research into high level professional athletes has shown that pretending to do something can be just as effective as actually doing it, when it comes to improving a skill, or even learning one.

Because our brain can't really tell the difference between a remembered experience and a lived one, we have the power to change our inner landscape. In short: how you define your reality BECOMES your reality.

Will this take work? Absolutely! Will it be worth it? Only you can judge that.

To keep negative emotions in check and increase our positivity we have to train our brains. Let's look at some tools that will help us do just that.

Five Simple (maybe not easy) Tools for Job Seekers

- 1) The WORDS we use to describe ourselves
- 2) How we focus our ATTENTION
- 3) Having an attitude of GRATITUDE
- 4) The SELF-CARE we provide ourselves
- 5) And making time for PLAY



Let's begin by discussing words. Words have power; we often don't realize that our brain will interpret inner dialogue as carefully as outer directives.

Use Positive WORDS to Describe Yourself

Sticks and stones may break my bones but words will never hurt me.

As children, we may have bravely said these words, all the while knowing it to be false. Hurtful words can take much longer to heal than a physical injury. Yet in stressful times we sometimes use hurtful words in our self-talk. When this happens, the Inner Critic is in control. According to Wikipedia the:

inner critic or "critical inner voice" is a concept used in popular psychology and psychotherapy to refer to a subpersonality that judges and demeans a person.

https://en.wikipedia.org/wiki/Inner_critic

Using hurtful words does **not** inspire, motivate or help us to achieve a goal. We need to reframe this negative self-talk into positive self-talk that will help us stay motivated and achieve our goal. To turn those negative words into positive, inspiring words, follow the steps below:

Write down a negative word you describe yourself with in your mind...

...finish the sentence, "ugh, I'm so..."

Negative Word

Positive Word

Strategies to reframe negative language

Use 

Valuable

1. Google THESAURUS.COM
2. Type the negative word into the search bar and hit enter
3. Scroll down to ANTONYMS (the gray words)
4. Select a positive word to replace the negative word
5. Write the positive word in the space above
6. Put an X through the negative word
7. When you catch yourself using the negative word:
 - a. Stop.
 - b. Say out loud three times, as often as needed,
 - i. "I am (fill in with positive word)."
 - c. Continue until you no longer use the negative word
8. Repeat process as needed.



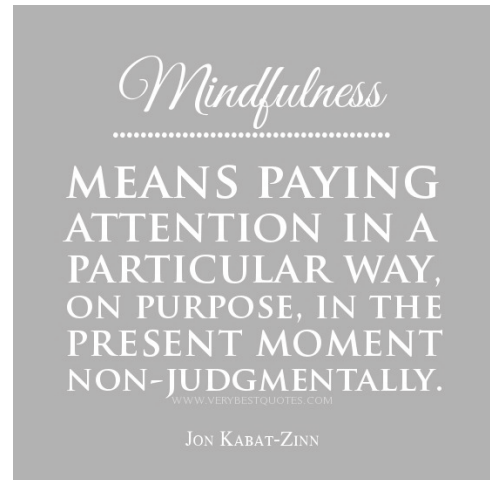
UNDERSTANDING SELF-TALK

<https://www.healthline.com/health/mental-health/self-talk#getting-started>

How We Focus Our ATTENTION (Mindfulness)

Worry About the Past or the Future

Thinking about the things that we cannot change (the past), or things that have not yet happened (the future) diminishes our sense of control. When we don't feel in control we tend to be fearful. Fear is a negative feeling that drains us of our energy and keeps us stuck in our old, negative neural pathways. Our power to change lies in the present moment. That's why it's important to develop and use strategies that we can quickly call upon to get ourselves back to the present moment.



As the Tibetan proverb says, "take care of the moments and the years will take care of themselves...."

Strategies to get back to the present moment

TAKE THREE DEEP BREATHS....

USE 5-4-3-2-1: FIVE things you see, FOUR things you hear, THREE things you are touching, TWO things you can smell, ONE thing you can taste



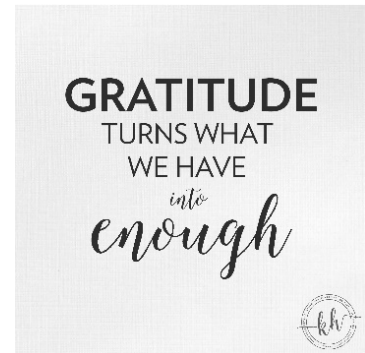
BEING PRESENT MAKES YOU HAPPIER (INFOGRAPHIC)

<http://www.dailyinfographic.com/being-present-makes-you-happier-infographic>

Having an Attitude of GRATITUDE

Building a daily practice of reminding yourself of all the reasons why you and your life are already awesome is a great way to beat back the feeling of “nothing ever goes right”.

It only takes a couple of minutes a day and it really helps to refocus your mind away from all the things that aren't helpful. There are several ways to cultivate gratitude, but one of the easiest is a daily gratitude journal.



Gratitude List

Write down five things you are grateful for right now:

- 1.
- 2.
- 3.
- 4.
- 5.

Resist the urge to overthink this. Go with the first answers that come to mind. They don't always have to be profound. Sometimes my gratitude list includes things like "I am glad to be able to write so I can make this list." But it's more effective if you think about it a bit and choose things you are truly grateful for.

Listing the things you are grateful for each day helps to redirect your brain from negative behaviors. It reminds you that there ARE things in your life that are awesome, that have nothing to do with your job search.

I tend to do this towards the end of my day, but some people prefer to do it in the morning. You can use a dedicated journal, incorporate it into other practises such as Pennebaker journaling (more on that later), or use a dedicated application (positiveroutines.com/track-your-happiness-apps/) or website (e.g. gratefulness.org/practice/private-gratitude-journal/).

Making a daily gratitude journal will benefit me by:

VERY IMPORTANT: If you choose to go back and review your Gratitude Journal to remind yourself why your life is awesome, be careful that you don't fall into the trap of thinking, "oh that day was so amazing, I'll never have another day that great, what if I jinx it?" This is a **celebration**, and an **honoring**. Don't let it become comparative or combative.

SEVEN SCIENTIFICALLY PROVEN BENEFITS OF KEEPING A GRATITUDE JOURNAL

<http://www.forbes.com/sites/amymorin/2014/11/23/7-scientifically-proven-benefits-of-gratitude-that-will-motivate-you-to-give-thanks-year-round/#1e240c436800>



HEALTH BENEFITS OF GRATITUDE

1. IMPROVES SLEEP QUALITY 
2. DECREASES BLOOD PRESSURE IN THOSE WITH HYPERTENSION 
3. INCREASES YOUR ENERGY LEVELS
4. REDUCES STRESS AND DEPRESSIVE SYMPTOMS 
5. HELPS YOU LIVE LONGER

HOW TO SHOW GRATITUDE

1. GIVE OUT COMPLIMENTS 
2. MAKE A LIST OF THINGS YOU ARE GRATEFUL FOR 
3. VOLUNTEER IN YOUR COMMUNITY
4. DO SMALL RANDOM ACTS OF KINDNESS
5. SMILE! 

SOURCES: <http://happierhuman.com/research-review-the-value-of-positive-psychology-for-health-psychology-progress-and-pitfalls-in-examining-the-relation-of-positive-phenomena-to-health/> | <http://time.com/5026174/health-benefits-of-gratitude/> | <http://abcnews.go.com/Lifestyle/thanksgiving-tradition-gratitude-good-health-research/story?id=51113064>

TOPLINE^{MD}
HEALTH ALLIANCE

We can amplify the impact of our positive self-talk, mindfulness, and gratitude practices by implementing self-care. Technically self-care covers tools four and five, but we've broken them into sections to make them easier to implement and understand.

The SELF CARE we provide ourselves

We often are so busy taking care of others that we forget to take care of ourselves. When this happens we often pay a price, both in terms of our personal energy to complete tasks related to effective job search as well as in our overall well-being and health.

Read the definition of self-care on the next page:



Self-care is a very active and powerful choice to engage in the activities that are required to gain or maintain an optimal level of overall health. And in this case, overall health includes not just the **physical**, but the **psychological**, **emotional**, **social**, and **spiritual** components of an individual's well-being.

In what ways/areas do I currently provide myself with self care?

PHYSICAL? (showering, brushing your teeth, exercising)

PSYCHOLOGICAL / MENTAL? (journaling, meditation, learning new skills)

SOCIAL? (time spent with supportive people, keeping commitments)

SPIRITUAL? (being out in nature, animals, prayer, crafting)

TYPES OF SELF-CARE



The next tool is one you are probably very familiar with but probably have stopped allowing yourself to use. Perhaps you think it is a waste of time, when in fact the opposite is true. Let's explore the idea of play.

Making time for PLAY

INTERESTING SIX PART EXPLORATION ON HOW PLAY HAS SHAPED THE HUMAN ANIMAL

<https://www.psychologytoday.com/ca/blog/freedom-learn/200906/play-makes-us-human-i-ludic-theory-human-nature>



What is play, exactly? The definition we like best is to “**engage in activity for enjoyment and recreation rather than a serious or practical purpose**”. This recognizes that some play activities have practical applications, like exercise, but the idea being that you're doing them for fun, like participating in a sport. Real world example: Sewing costumes. Now, being able to sew is a practical skill, and being able to hem pants and fix buttons is not what we're talking about. The play aspect is, let's make a Snow White costume.

Play can also include games, puzzles, sport, daydreaming, going to movies, visiting friends – anything that allows you to stop and have fun.

Wait, what, FUN? I'm looking for work, I'm not ALLOWED to have fun!

Really? Or are you not allowing YOURSELF to have fun? It's important to recharge your energy. Play allows you to find and nurture the joy in your life. It reminds you to laugh, to take things a little less seriously. Because job search is only one part of your life, not all of it, just like you are more than your work.



When was the last time I played?

How did I feel after I played?

PLAY EXPLORE CHANGE

Benefits of playing while looking for work



Free or inexpensive ideas for play

Additional Benefits of Play



THE BENEFITS OF PLAY FOR ADULTS

<http://www.helpguide.org/articles/emotional-health/benefits-of-play-for-adults.htm>

- Improves brain function, creativity, and problem solving skills
- Can trigger endorphins; the body's natural feel good hormones
- Social interaction; making new friends and meeting new people
- Improved energy and vitality, and improved overall health
- Encourages a positive, optimistic outlook when facing challenges

More resources for free or inexpensive play

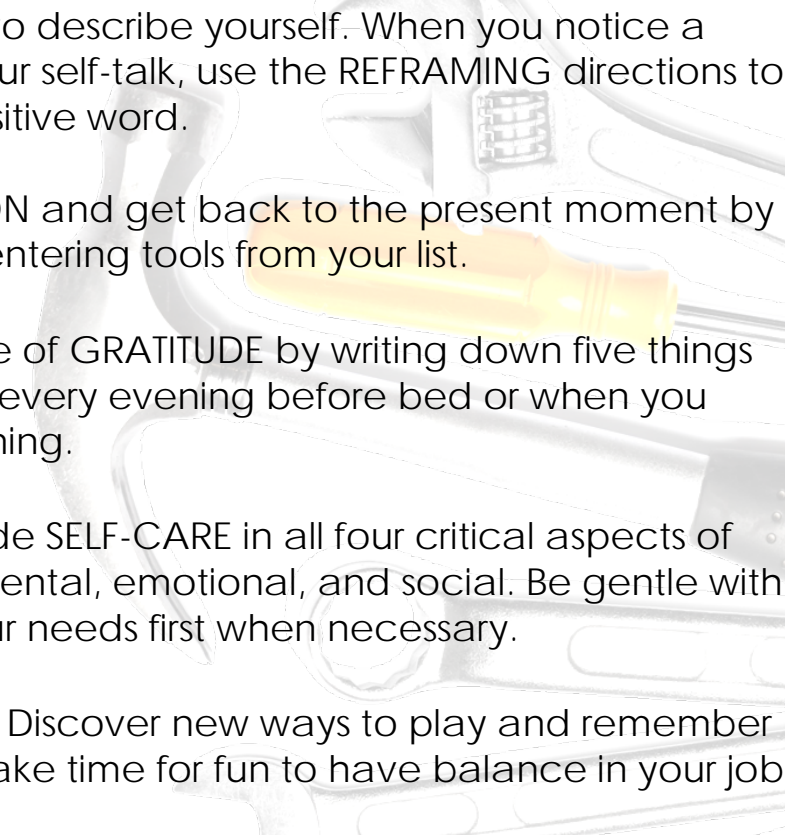
- Go people watching or go for a walk at the Forks
- VOLUNTEER! Kids and animals can be especially helpful to remind us how to play without expectations
- Go for a walk! www.winnipegtrails.ca
- Free directory event listing: <http://wpgforfree.ca>
- WHERE Magazine's list of free upcoming events: <https://where.ca/manitoba/winnipeg/things-to-do-in-winnipeg-free/>
- Check out Priceless Fun, the City of Winnipeg Leisure Guide's directory of free activities (<https://www.winnipeg.ca/cms/recreation/leisure/leisureguide.stm>)
- Explore different kinds of games and meet new people at one of the local gaming stores. Both Amuse'n Games (<http://amusedgames.ca/>) and Game Knight (<http://www.gameknight.ca>) have monthly free games days that include demonstrations.
- Or go to Across the Board (<https://acrosstheboardcafe.com/>) and pay the gaming fee (less than \$10) to access their games library and learn something new (staff can teach you how to play)
- Also, go visit the Millennium Library's ideaMILL for access to a variety of creative tools, including sewing machines, sound booths, and a 3D printer (<https://wpl.winnipeg.ca/library/ideamill/>)
- ArtsJunktion is a really cool pay what you can space where you can pick up art and craft supplies to try out a new hobby. They have classes too! (<https://www.artsjunktion.mb.ca/>)
- Winnipeg Art Gallery (<https://wag.ca/>) is free the second Sunday of every month until 2023! Go find culture.
- Canadian Museum for Human Rights (<https://humanrights.ca/>) periodically has discounted (Friday Night Rights) or free (First Fridays) admission to the galleries after five pm. Check the website for details.



Oh my gosh. You made it. We've managed to talk about five different things you can do to increase your resilience and positive outlook while you're looking for work. All of them are things you can start working on right now. Today.

Okay, there are our five tools. Let's select ONE tool to start working with:

Self-Care Toolbox Review

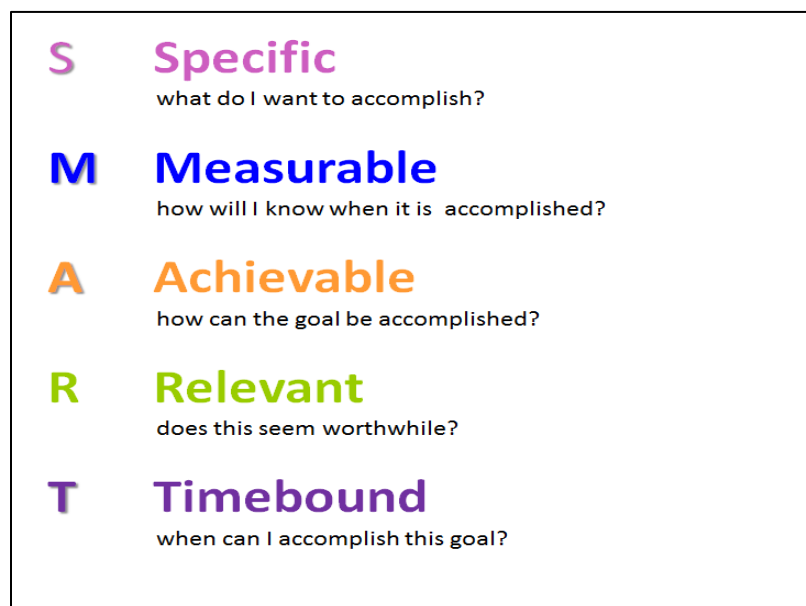
- 
1. Use POSITIVE words to describe yourself. When you notice a negative word in your self-talk, use the REFRAMING directions to replace it with a positive word.
 2. Focus your ATTENTION and get back to the present moment by using one of your centering tools from your list.
 3. Cultivate an attitude of GRATITUDE by writing down five things you are thankful for every evening before bed or when you wake up in the morning.
 4. Remember to provide SELF-CARE in all four critical aspects of your life, physical, mental, emotional, and social. Be gentle with yourself and put your needs first when necessary.
 5. Make time for PLAY. Discover new ways to play and remember that you need to make time for fun to have balance in your job search and your life.

My First Self-Care Tool

Write down the NUMBER of the first tool you will implement:

My Action Plan (SMART/ER Goal Setting)

According to Jacob Shriar of officevibe.com, the brain hates changes and will do everything it can to maintain the negative default, even if the old way is not beneficial to our well-being. The brain does this because it wants to conserve energy, and sticking with old habits conserves energy. Developing a SMART action plan will increase your success rate. **SMART** stands for **specific, measurable, achievable, relevant** and **time bound**. For example, committing to walking for 15 minutes every day after work is a SMART goal. It is specific, measurable, achievable, relevant and timebound.



Creating SMART goals will build confidence and reinforce that you can be successful. This in turn will motivate you to stay on track!

Look at your tool. Let's write out one goal related to that tool, and then we'll talk about how to troubleshoot that goal. Remember, it should be specific – goals like "I want to play more" or "I want to be healthier" are useless in this situation, because there's no way to evaluate them.

My First Goal

Here's an example:

FACILITATOR'S GOAL:

Self Care # 4 (Physical Self Care): I will walk fifteen minutes a day after supper in my neighborhood.

The first step in creating good goals is troubleshooting them against the SMART criteria. Let's unpack my goal and see if it works...



- **SPECIFIC:** Yes, very
- **MEASUREABLE:** When the 15 minutes are up, I'm done
- **ACHIEVABLE:** It's only 15 minutes
 - BUT in the winter when it's cold, I might not want to bundle up and go out again after supper – indoor walking?
- **RELEVANT:** Better cardiovascular health is a life goal
- **TIMEBOUND:** Meh, not going to want to go out after I've eaten, especially in the winter
 - Fix both the A and T problems by changing the time to "after work" and the location to "in the mall"

Now that we've identified the problems, I can write a much better goal that actually reflects what I will realistically be willing to do and allows for the obstacles:

REVISED GOAL:

Self Care # 4 (Physical Self Care): Head to the mall after work and walk inside for fifteen minutes every weekday before going home

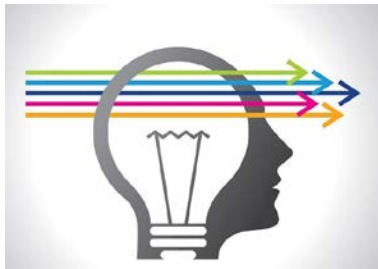
Do you need to revise your goal?

My REVISED Goal (*if needed*)

Possible obstacles I need to prepare for



How can I overcome these obstacles?

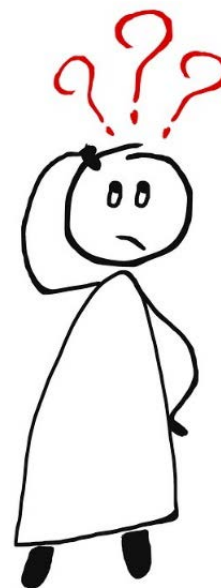


Date to Evaluate

Tony Robbins says in his self-improvement tapes that the reason most people fail so badly at New Year's Resolutions is that we declare them but then don't check in for a whole year! The key to successful implementation of any new activity, skill, or idea, is **accountability**. So we're going to set a date, two weeks from today, to decide if our tool is working or not.

Questions for Review/Revision

- Is my **Self Care** booklet accessible to me?
- Am I reviewing the material to keep it fresh?
- Am I reminding myself to use my tool?
- Is this tool helping me increase my positivity?
- What obstacles am I facing that prevent me from using this tool effectively?
- Am I using the strategies and benefits I have written down for this tool?
- Do I need more resources / extra help to be successful?



(Some people prefer the acronym SMARTER, this includes the Evaluate and Review/Revise steps listed on this page....)

What's Next?

When you have trained your brain to use your FIRST tool, choose a SECOND tool to implement. Use SMART to create a goal that you will succeed at, and review:

- Possible Obstacles I Need To Prepare For
- Strategies I Can Use To Overcome The Obstacles
- Date to Evaluate?
- Questions For Revision / Review



Continue until you are using as many of the five tools as feels right to you. The more tools you have up your sleeve the easier it will be to keep a positive attitude and keep from getting bogged down in the frustration of job search.

More Ideas for Success

Journalling - Pennebaker's Writing Rules

This is not meant to be shared with anyone—write for yourself. (Julia Cameron's Morning Pages from The Artists Way are similar in tone/intent.)

- Open up a notebook (the kind you can tear pages out of).
- Set a timer for 20 minutes.
 - When the timer starts, write about your emotional experiences since you have been looking for work.
 - Don't worry about spelling, or neatness or punctuation.
 - Don't worry if it makes sense, or if it sounds good.
 - Write whatever comes to your mind, this includes negative thoughts; do not edit yourself.
- Then, throw the paper away. Shred it. Burn it. Feed it to the hamster.
- Do this for 5 days.



By getting negative thoughts out of your head and onto paper you have begun the process of “stepping out” (creating the gap between stimulus and response) from your experience to gain perspective on it.

NOTE: You can also use a keyboard, or talk into a voice recorder—they all produce the same results. Or check out [750words.com](https://www.750words.com), first month is free. To learn more about Pennebaker's experiment go to Wikipedia and search James W. Pennebaker at https://en.wikipedia.org/wiki/Writing_therapy or read Susan David's book Emotional Agility listed in Resources under the Books section.



THE POSITIVE EFFECTS OF JOURNALLING AND EXPRESSIVE WRITING

<https://www.businessinsider.com/the-positive-effects-of-journaling-and-expressive-writing-2014-5>

Plaster Post It Notes in Every Room

This visual cue (the brighter the better!) can quickly remind you of the tools as you develop your positivity muscles.



Resources

Books

Breathnach, Sarah Ban. **Simple Abundance: A Daybook of Comfort of Joy**

Burns, David. **10 Days to Self-Esteem; Feeling Good: The New Mood Therapy**

Covey, Steven. **First Things First**

Csikszentmihalyi, Mihaly. **Flow**

David, Susan. **Emotional Agility**

Duhigg, Charles. **The Power of Habit**

Dweck, Carol. **Mindset**

Emmons, Robert A. **Gratitude Works**

Frederickson, Barbara L. **Positivity**

McKeown, Greg. **Essentialism**

Ruiz, Don Miguel. **(The) Four Agreements**

Seligman, Martin. **Flourish**

Siegel, Daniel. **Mindsight**

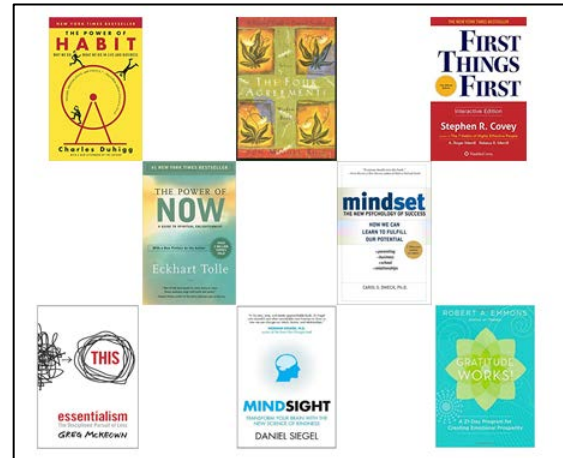
Tolle, Eckert. **The Power of Now | The New Earth**

Brown, Brene. **I Thought It Was Just Me (But It Isn't)**

Switzler, Al, Grenny, Joseph, and McMillan, Ron. **Crucial Conversations: Tools for Talking When Stakes Are High**

Kondo, Marie. **The Life Changing Magic of Tidying Up**

Shetty, Jay. **Think Like a Monk**



What are some books that you find helpful or that others have suggested?

Internet

TED Talks

TED Talks are a fantastic resource for improving your positivity. In particular check out the following presentations (try using Google to search for them):



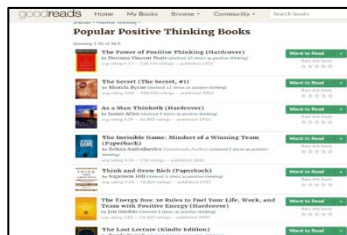
Hardwiring Happiness by Dr. Rick Hansen

<https://www.youtube.com/watch?v=jpuDyGgleh0>

All It Takes is 10 Mindful Minutes by Andy Puddicombe

<https://www.youtube.com/watch?v=qzR62JJCMBO>

ALSO: Check out Andy's app, called Headspace – basic service is free and you can redo the basic lessons as many times as you want



Goodreads

Goodreads gives average people an opportunity to review and recommend their favorite books online. Their Positivity bookshelf is huge and lists many books not provided in this manual:

<http://www.goodreads.com/shelf/show/positivity>

Not All News is Bad

Listed as "A Daily Antidote to Everything Else" this website focuses on amplifying good news stories from around the world to basically restore our faith in humanity and the common good when the news cycle is focused on crisis.

<https://notallnewsisbad.com/>

750 Words

Free for the first month (and \$5 USD per month after) this website is a secure place to do your daily journaling exercise if you want to try that. You get badges for completing days in a row, for working quickly, and more.

<http://www.750words.com>

What are some websites that you find helpful or that others have suggested?

Mental Health Resources

Sometimes all the positivity in the world isn't helping and you might need more professional and directed support to help with your job search. Situational depression and anxiety are quite common when looking for work because you are emotionally vulnerable and feeling uncertain. These places can help.



Anxiety Disorders Association of Manitoba

100-4 Fort Street. Tel: 204.925.0600

Web: <http://www.adam.mb.ca>

- Provides workshops and a lending library

Canadian Council on Rehabilitation and Work

406-428 Portage Avenue. Tel: 204 783 7946

Web: <http://www.ccrw.org/programs-by-province/>

- Scroll down to Manitoba
- Promote and support meaningful and equitable employment of people with disabilities

Canadian Mental Health Association

930 Portage Avenue. Tel: 204.982.6100

Email: office@cmhawpg.mb.ca

Web: <http://www.cmhawpg.mb.ca>

- Promotes the mental health of all and supports the resilience and recovery of people experiencing mental illness
- Check out the eight week paid workshop "Living Life to the Full"

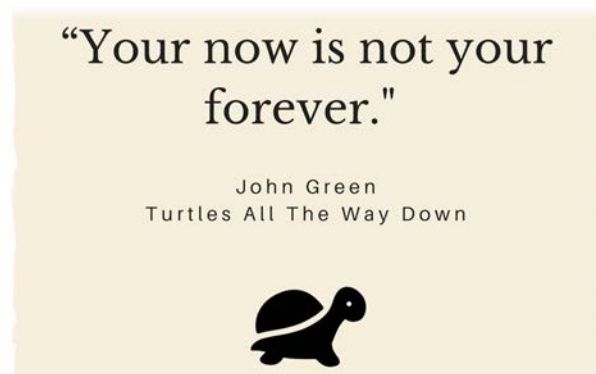
Mood Disorders Association of Manitoba Inc.

100-4 Fort Street. Tel: 204.786.0987

Web: www.depression.mb.ca

Email: mdam@depression.mb.ca

- Provides self-help support groups for a variety of populations and workshops for Cognitive Behavioural Therapy
- Access the library



Sara Riel Inc.

66 Moore Avenue. Tel: 204.237.9263 Intake Direct Line at 204.237.7165

Web: <http://www.sararielinc.com>

- Services include mental health counselling, community mentorship, housing assistance, employment

YMCA-YWCA of Winnipeg/Learning & Leisure Centre

LL103-290 Vaughan Street. Tel: 204.989.4194

Web: <http://ywinnipeg.ca/mentalhealth>

- Provides skill enhancement courses and workshops for adults recovering from mental illness

Klinic / Calm In the Storm App and Website

Klinic Community Health has partnered with Tactica Interactive to create a webpage and apps for Apple and Android. The app provides daily checkins, assesses your current mental state, and suggests improvements and resources based on your input.

Web: <http://calminthestormapp.com/>



Parting Thoughts



Self care and positivity are a journey. There will be days when you use your tools and it's great and days when you feel like you are lying to yourself. This is normal. The key is to continue to practice. And remember that tomorrow is a chance to do differently.

Contact Information for New Positive People / Accountabilibuddies:

Name:

Phone:

Email Address:

Name:

Phone:

Email Address:



NOTES