

# PROFESSIONAL PRACTICES REPORT

# Thursday (3:10-5:10)

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**TABLE OF CONTENT**

1. Stress Management………………………………………………….. (3-4) 1.1 What is stress……………………………………..……………..… (3) 1.2 Causes of stress………………………………………..…..….......... (3) 1.3 Types of Stress…..….……………………………………..….......... (3)1.3.1 Positive Stress ……………………..…………………..…………. (4)1.3.2 Negative Stress ……………………..…………………..……....... (4)
2. Find your Self & Be-Yourself ……...………………………………… (4-6)
3. Eight words that can change your life ...…………….……………… (6-8)
4. How to solve worry problem ……...…………………….……….. (8-9)4.1 Steps of problems analysis………….…………………..………… (8)4.1.1Get the facts ……….…………………...……………..…........... (8) 4.1.2Analyze the facts…..….…………...……………………........... (8) 4.1.3Arrive at a decision-and then act on that decision…..…... (9) 4.2How to resolve the problem ……....……….………..…………. (9)4.2.1Shift Your Thoughts……….………...…………………..……… (9)
   * 1. **Find the Lesson………………………………………………… (10)**
     2. [**Attitude of Gratitude**](http://thinksimplenow.com/happiness/attitude-of-gratitude-5-tools-for-appreciation/)**……………………………………………(10)**
     3. **Reach out for social support……………………………………(10)**
     4. **Change your language…….…………………………………... (10)**
     5. **Be engaged ……………………………………………………. (11)**
     6. **Lead a healthy lifestyle………………………………………..(11)**
     7. **Prepare for the worst ………………………………………....(11)**
     8. **Stick by positive people ……………………………………….(11)**

**5. Tips and Tricks ...………..…………………………………….... (12-13)**

**5.1 On Daily Basics ……......………………………..……….....(12-13)**

**6. Conclusion………….………………………………………..…….… (13)**

**7. Reference ………….………………………………………..…….… (13)**

**STRESS MANAGEMENT**

**1.1 What is Stress?**

Stress can be defined as our mental, physical, emotional, and behavioral reactions to any perceived demands or threats.

When you sense danger—whether it's real or imagined—the body's defenses kick into high gear in a rapid, automatic process known as the “fight-or-flight” reaction or the “stress response.”

**The “Fight or Flight” Response**

When situations seem threatening to us, our bodies react quickly to supply protection by preparing to take action. This physiological reaction is known as the "fight or flight" response.

The physiological response to a stressor is known as reactivity

Physiological responses can accumulate and result in long-term wear on the body

**1.2 Causes of stress:**

* Job Insecurity
* High Performance Demand
* Bad Boss
* Workplace Culture
* Personal or Family Problems
* Technology etc

**1.3 Types of Stress:**

* Negative stress
* Positive stress

**1.3.1 Negative Stress:**

Distress, or negative stress, has the following characteristics:-

It causes anxiety or concern.

It can be short- or long-term.

It is perceived as outside of our coping abilities.

It feels unpleasant.

It decreases performance.

It can lead to mental and physical problems.

**1.3.2Positive Stress:**

Eustress, or positive stress, has the following characteristics:-

It motivates focus energy.

It is short term.

It is perceived as with in our coping abilities.

It feels exciting.

It improves performance.

**2. Find your Self & Be-Yourself**

**“To avoid criticism say nothing, do nothing, be nothing.”** — **Aristotle**

If you’re not comfortable with who you are, you’ll inevitably end up trying to be someone else. Self-discovery is an ongoing process. If you haven't found yourself, keep trying. Find out what makes you come alive and pursue it. Remember, being weird is not necessarily better than “being normal.” All people are weird in their own ways, even if they do conform to society’s rules.

**Don’t just be better, stay different!:**

There’s nothing more addictive or incredible in life than reinventing yourself and allow yourself to be different every day. — Thalia

Be yourself, everyone else is already taken! There is nothing wrong with being better. But you are different. Accept the fact that there is no one else like you. You are one in a billion. No two people are the same. And that’s a good thing. Every unique person adds to the our world. Unless you do nothing. But you have a choice. Choose yourself, embrace who you are and share yourself with the rest of us. Make no mistake. The world is waiting for you. Waiting for you to stop asking for permission. To stop questioning yourself. Waiting to hear what you have to say. You are the only one who can push yourself that further to share who you are, even when you are not perfect!

**Embrace being different:**

**“You’re incredibly, absolutely, extremely, supremely, unbelievably different.”**— **Kami Garcia**

Your weirdness is the source of your character and creative powers. Weird is who we are, the best parts, not perfect, not trying — just yourself.

Here is one of my favorite quotes of all time: A quote from a 1997 Apple TV advert, narrated by Steve Jobs:

“Here’s to the crazy ones. The misfits. The rebels. The troublemakers. The round pegs in the square holes. The ones who see things differently. They’re not fond of rules. And they have no respect for the status quo. You can quote them, disagree with them, glorify or vilify them. About the only thing you can’t do is ignore them. Because they change things. They push the human race forward. And while some may see them as the crazy ones, we see genius. Because the people who are crazy enough to think they can change the world, are the ones who do.”

**Forget your weaknesses…for now:**

**“That which does not kill us makes us stronger.” — Friedrich Nietzsche**

In a [study by Harvard Business Review](http://hbr.org/2005/01/how-to-play-to-your-strengths/), it was noted that while people remember criticism, awareness of faults doesn’t necessarily translate into better performance.

Chances are you are paying too much attention to negative information. Millions of people are worried and always thinking about how to get rid of their weaknesses.

What if you turn things around and focus on your strengths instead. The bitter truth is, you may never overcome your weaknesses but you could make significant changes to how you live and work if you focus on what you are good at. The key here is that you don’t have to change who you are; you have to become more of who you are.

Instead of worrying about what you are not good at and trying everything you can to be good at it, why not play to your strengths. You can’t be good at everything. Actually you could, but you cannot be great at anything. You don’t want that. You can be amazing at one thing. Your core competence can make all the difference in your life.

Follow your curiosity, find out what makes you come alive and create yourself in the process. Focus your energy on exploring the one thing that brings you the most satisfaction in life and if you can, make it your career. You don’t have to choose between “doing what you love” and making a good living. You can have both.

If you spend your time doing things you’re not good at, it’ll frustrate you and cause you to feel defeated and unsuccessful.

Einstein became the most celebrated scientist in the world because of his insane focus on the General Theory of Relativity. William Shakespeare wrote at least 154 love poems and 37 plays, including Hamlet, King Lear, Romeo and Juliet and Macbeth. He loved to write.

These people are better known for their unparalleled contribution in changing the course of the world and history. They made the most of their time when they discovered what they should be doing.

If the career you choose does not correspond with your deepest inclinations, you rarely find the fulfillment you crave.

**3. Eight words that can change your life**

A Few years ago, I was asked to answer this question on a radio program: "What is the biggest lesson you have ever learned?"

That was easy: by far the most vital lesson I have ever learned is the importance of what we think. If I knew what you think, I would know what you are. Our thoughts make us what we are. Our mental attitude is the X factor that determines our fate. Emerson said: "A man is what he thinks about all day long." ... How could he possibly be anything else?

I now know with a conviction beyond all doubt that the biggest problem you and I have to deal with-in fact, almost the only problem we have to deal with-is choosing the right thoughts. If we can do that, we will be on the highroad to solving all our problems. The great philosopher who ruled the Roman Empire, Marcus Aurelius, summed it up in eight words-eight words that can determine your destiny: "Our life is what our thoughts make it."

Yes, if we think happy thoughts, we will be happy. If we think miserable thoughts, we will be miserable. If we think fear thoughts, we will be fearful. If we think sickly thoughts, we will probably be ill. If we think failure, we will certainly fail. If we wallow in self-pity, everyone will want to shun us and avoid us. "You are not," said Norman Vincent Peale, "you are not what you think you are; but what you think, you are."

Let's fight for our happiness by following a daily program of cheerful and constructive thinking. Here is such a program. It is entitled "Just for Today". I found this program so inspiring that I gave away hundreds of copies. It was written thirty-six years ago by the late Sibyl F. Partridge. If you and I follow it, we will eliminate most of our worries and increase immeasurably our portion of what the French call la **joie de vivre**.

**Just For Today:**

1. Just for today I will be happy. This assumes that what Abraham Lincoln said is true, that "most folks are about as happy as they make up their minds to be." Happiness is from within; it is not a matter of externals.

2. Just for today I will try to adjust myself to what is, and not try to adjust everything to my own desires. I will take my family, my business, and my luck as they come and fit myself to them.

3. Just for today I will take care of my body. I will exercise it, care for it, nourish it, not abuse it nor neglect it, so that it will be a perfect machine for my bidding.

4. Just for today I will try to strengthen my mind. I will learn something useful. I will not be a mental loafer. I will read something that requires effort, thought and concentration.

5. Just for today I will exercise my soul in three ways: I will do somebody a good turn and not get found out. I will do at least two things I don't want to do, as William James suggests, just for exercise.

6. Just for today I will be agreeable. I will look as well as I can, dress as becomingly as possible, talk low, act courteously, be liberal with praise, criticize not at all, nor find fault with anything and not try to regulate nor improve anyone.

7. Just for today I will try to live through this day only, not to tackle my whole life problem at once. I can do things for twelve hours that would appall me if I had to keep them up for a lifetime.

8. Just for today I will have a program. I will write down what I expect to do every hour. I may not follow it exactly, but I will have it. It will eliminate two pests, hurry and indecision.

9. Just for today I will have a quiet half-hour all by myself and relax. In this half-hour sometimes I will think of God, so as to get a little more perspective into my life.

10. Just for today I will be unafraid, especially I will not be afraid to be happy, to enjoy what is beautiful, to love, and to believe that those I love, love me.

**4.1 How to solve worry problem**

**4.1 Steps of problems analysis:**

Steps for solving problems are as under:-

* Get the facts.
* Analyze the facts.
* Arrive at a decision-and then act on that decision.

**4.1.1 Get the facts:**

It so important to get the facts because unless we have the facts we can't possibly even attempt to solve our problem intelligently. Without the facts, all we can do is stew around in confusion. "Half the worry in the world is caused by people trying to make decisions before they have sufficient knowledge on which to base a decision. If a man will devote his time to securing facts in an impartial, objective way, his worries will usually evaporate in the light of knowledge."

When we are worried. When we are worried, our emotions are riding high. But here are two ideas that I have found helpful when trying to step aside from my problems, in order to see the facts in a clear, objective manner.

**How to get the fact**

1. When trying to get the facts, pretend that you are collecting this information not for yourself, but for some other person. This helps you to take a cold, and to eliminate your emotions.

2. While trying to collect the facts about the problem that is worrying me, pretend that you are a lawyer preparing to argue the other side of the issue. This help you to get all the facts against yourself all the facts that are damaging to your wishes, all the facts you don't like to face.

**4.1.2 Analyze the facts:**

90 percent of worries are ended by following the four steps:-

1. Writing down precisely what I am worrying about.

2. Writing down what I can do about it.

3. Deciding what to do.

4. Starting immediately to carry out that decision.

By using these steps you can analyze the solution of your problem.

**4.1.3 Arrive at a decision-and then act on that decision:**

Once you have made a decision based on that, go for

the action.

**4.2 How to resolve the problem**

**When life gives you a lemon makes it lemonade:**

If life was fair, I’d have everything. This is almost the story of every person. Now imagine if life was actually a bed of roses, every other person would be ruling, no one would know the meaning of fight, and winning without fighting is tasteless. Undoubtedly, ‘Life is not a bed of roses’ but that does not mean we can’t make it a bed of roses. Similar is the meaning of this topic ‘If Life gives you lemons, make lemonade’. This topic depicts a hopeful and optimistic attitude towards life. When dealing with difficulties, every man thinks he is the most unlucky but little he know that every individual has to face problem in some course of life. Every problem contains a solution too, right? And in this case, the only thing that rejuvenates man, makes him courageous and empowers him to face the challenge valiantly is hope.

**4.2.1 Shift Your Thoughts:**

Be conscious of your thoughts. Especially, when life just isn’t going your way. The moment you see that you are diving into frustration, agony, sorrow and low self-esteem – shift your thoughts, by thinking about something completely unrelated. This breaks the pattern of self-pity, mind-created stories, and negative downward spiral. What makes us different from other mammals is our ability to control our thoughts and think for ourselves.

* + 1. **Find the Lesson:**

Sometimes lessons are expensive, but every problem is a learning opportunity in disguise. You may have made a mistake, but now you can accept it and continue, knowing that you will make a different decision in the future. Understand this and be appreciative for the experience.

* + 1. [**Attitude of Gratitude**](http://thinksimplenow.com/happiness/attitude-of-gratitude-5-tools-for-appreciation/)**:**

[You cannot be both angry and grateful at the same time.](http://thinksimplenow.com/happiness/attitude-of-gratitude-5-tools-for-appreciation/) Start counting the blessings and miracles in your life,) start looking for them and you shall find more. What’s there not to be grateful? You are alive and breathing! Realize how lucky you are and all the abundance in your life.

* + 1. **Reach out for social support:**

No matter what you are facing, you can find comfort in the knowledge that some other human being has been there, too.) Whether you are dealing with financial troubles, a bad break up or recovering from a health problem--there's someone out there who understands your struggle. Connecting with such individuals can help you feel less alone.

* You can always turn to friends or family members during difficult life situations. However, don't hesitate to reach out further to religious leaders or counselors. You can even connect with people going through similar experiences as you on Meetups or online forums.
  + 1. **Change your language:**

Most people don't think about what the words they say actually mean. We just say them and invite gray clouds over our heads. Research shows that a single negative word generates stress-producing chemicals in the brain. Here are some words you can toss from your vocabulary to promote optimism.

* Drop "have to" for "get to" - "I get to work out in the gym today."
* Swap "problems" for "situation" - "We have a situation that we need to discuss."
* Trade in "mistakes" for "valuable lessons" - We all learned from your valuable lesson.
  + 1. **Be engaged:**

Don't try to be happy, as this can have the opposite effect. Rather than aiming to be happy, aim for engagement. Fully savor positive happy moments when you're in them. Then, when you find yourself in a negative mindset, choose a healthy coping skill to fully engage in and get your mind off what's getting you down. Becoming engaged in your life is like a cure for a pessimistic attitude.

* + 1. **Lead a healthy lifestyle:**

When you are taking good care of your physical and mental well-being it becomes much easier to see the glass as half-full instead of half-empty. A healthy lifestyle consists of:

* Exercising regularly - approximately five 30-minute sessions each week
* Eating well-balanced meals - between 3 and 5 meals
* Getting adequate sleep - 7 to 9 hours
* Managing stress - using your coping toolbox
* Having fun - doing things that make you laugh or smile.
  + 1. **Prepare for the worst:**

Becoming an optimist can be freeing and life-affirming, but if your inner pessimist struggles against it, just have back-up. One fitting quote says, "I'm an optimist, but I'm an optimist who carries a raincoat." Expect the best, but have a plan in mind in case the worse does happen.

* This strategy helps you balance your budding optimistic self with your overly negative pessimist one. You direct your energies towards the better outcome occurring. But, you also have prepared yourself and thought out an alternate plan to deal with the worst outcome, if it should occur.

**4.2.9 Stick by positive people:**

A surefire way to keep you on the path to a brighter outlook is by sharing the hours and days of your life with people who make you feel valued and worthy.

* The environment around us largely influences our thoughts, feelings, and behaviors. When you surround yourself with friends and family who are supportive, you give yourself the best chance to thrive.

**(Here's a piece of advice)**

Start with a vision and be clear with your goal. Turn that into action. So work harder, smarter, and longer than everyone else and you will end up where you want to be.

**Tips and Tricks**

**5.1 On Daily Basics:-**

**Avoid Caffeine, Alcohol, and Nicotine:**

Avoid, or at least reduce, your consumption of nicotine and any drinks containing caffeine and alcohol. Caffeine and nicotine are stimulants and so will increase your level of stress rather than reduce it.

Alcohol is a depressant when taken in large quantities, but acts as a stimulant in smaller quantities. Therefore using alcohol as a way to alleviate stress is not ultimately helpful.

**Talk to Someone:**

Just talking to someone about how you feel can be helpful.

Talking can work by either distracting you from your stressful thoughts or releasing some of the built-up tension by discussing it.

**Indulge in Physical Activity:**

Stressful situations increase the level of stress hormones such as adrenaline and cortisol in your body.

**Get More Sleep:**

A lack of sleep is a significant cause of stress. Unfortunately though, stress also interrupts our sleep as thoughts keep whirling through our heads, stopping us from relaxing enough to fall asleep.

**Try Relaxation Techniques:**

Each day, try to relax with a stress reduction technique.  There are many tried and tested ways to reduce stress so try a few and see what works best for you.

**6. Conclusion**

Stress management offers a range of strategies to help you better deal with stress and adversity in your life. Managing stress can help you lead a more balanced, healthier life. Stress is an automatic physical, mental and emotional response to a challenging event and a normal part of everyone's life.

**7. Reference**

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