



THRIVING MIND DIGITAL WORKBOOK

"All of us want a thriving life and a sense of purpose... knowing about our brain and mental health can be one of our greatest assets."

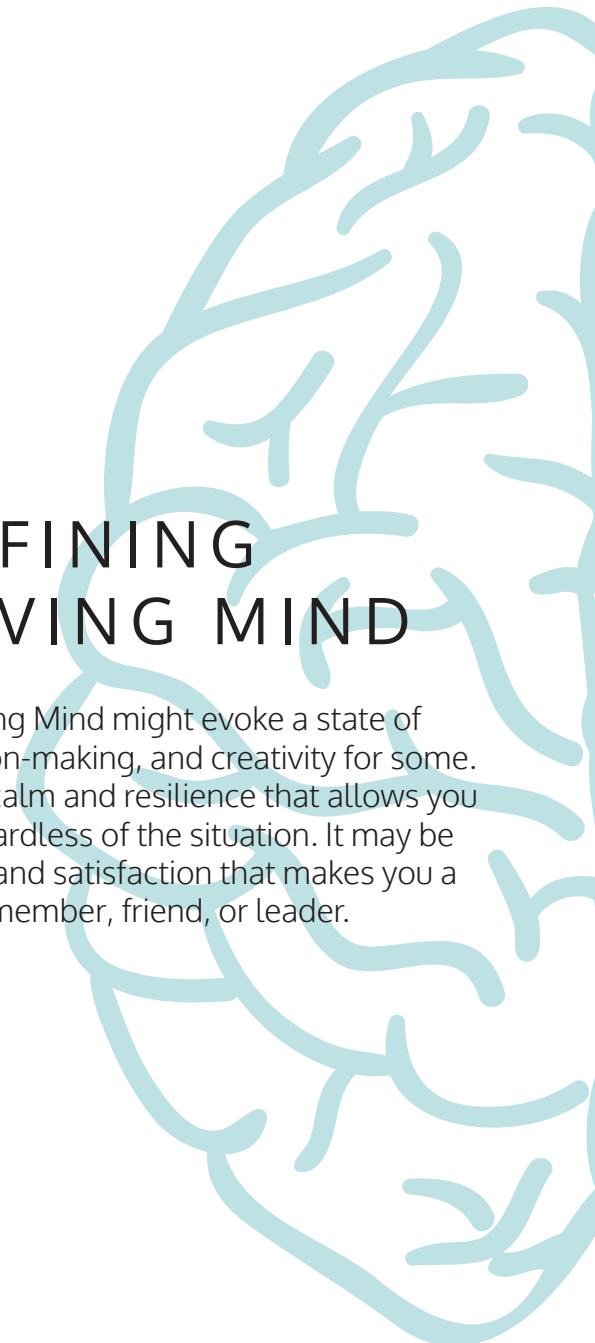
DR. LEANNE WILLIAMS
STANFORD MEDICINE



SECTION 2

DEFINING A THRIVING MIND

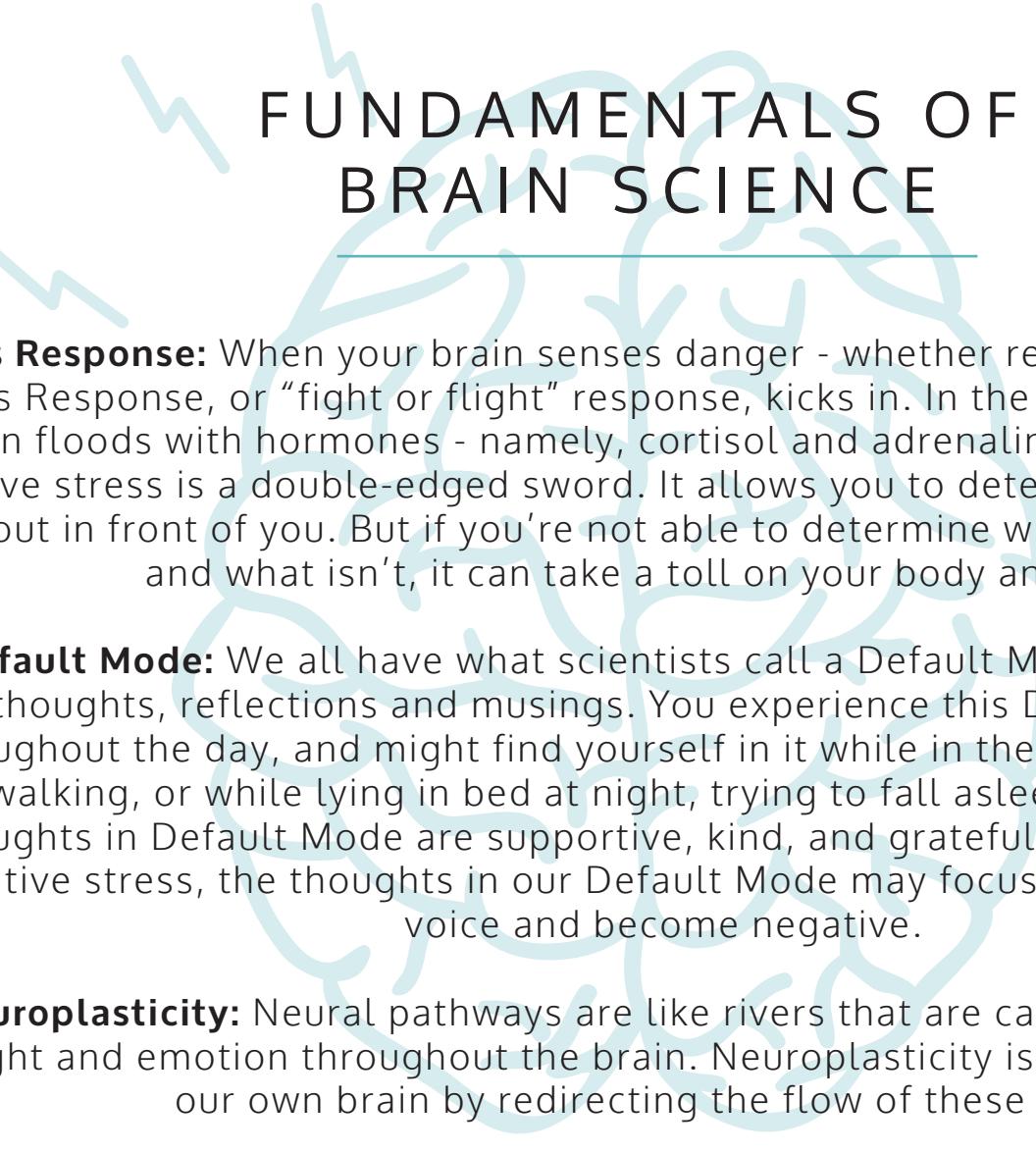
The idea of a Thriving Mind might evoke a state of improved focus, decision-making, and creativity for some. Or perhaps a sense of calm and resilience that allows you to keep your cool regardless of the situation. It may be a sense of happiness and satisfaction that makes you a better family member, friend, or leader.



DIRECTIONS

When you're ready, reflect on a time when you felt you were really experiencing a Thriving Mind, either at work or at home. Describe it in detail. Circle or highlight key words that stand out or evoke an emotional response - perhaps words like *engaged, joyful, or energized*.

FUNDAMENTALS OF BRAIN SCIENCE



Stress Response: When your brain senses danger - whether real or perceived - your Stress Response, or “fight or flight” response, kicks in. In the face of a threat, your brain floods with hormones - namely, cortisol and adrenaline. This response to negative stress is a double-edged sword. It allows you to detect threats, like if a car pulls out in front of you. But if you’re not able to determine what’s actually a threat and what isn’t, it can take a toll on your body and mind.

Default Mode: We all have what scientists call a Default Mode, or idle mode, of thoughts, reflections and musings. You experience this Default Mode often throughout the day, and might find yourself in it while in the shower, commuting or walking, or while lying in bed at night, trying to fall asleep. Sometimes, our thoughts in Default Mode are supportive, kind, and grateful. But, under chronic negative stress, the thoughts in our Default Mode may focus on our critical inner voice and become negative.

Neuroplasticity: Neural pathways are like rivers that are carved by patterns of thought and emotion throughout the brain. Neuroplasticity is the power to change our own brain by redirecting the flow of these rivers.

YOUR BRAIN UNDER NEGATIVE STRESS

Your brain is like a battery, and this battery needs recharging throughout the day.

Stress isn't always a bad thing: it can be a powerful catalyst for growth and resilience.

Cumulative, unmanaged negative stress can leave our battery chronically drained, and can lead to mental health challenges such as depression or anxiety.

When we understand how stress impacts the brain, we can better combat its effects by adopting small, actionable Microsteps that help us be at our best.

When you adopt a Microstep that's "too small to fail," you can create changes that help you better manage stress and build a truly Thriving Mind.

SECTION 3

FUNDAMENTALS OF BRAIN SCIENCE



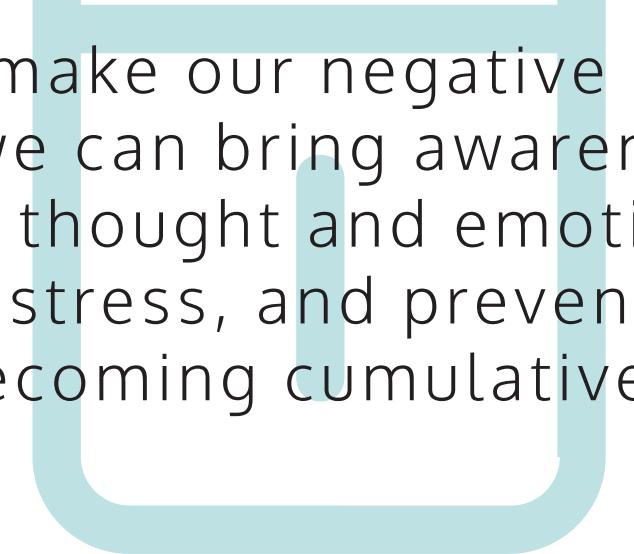
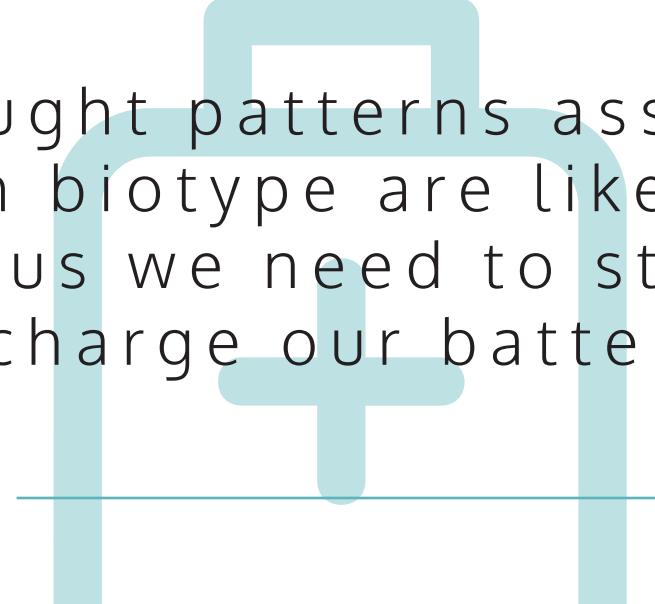
REFLECTION

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SECTION 4



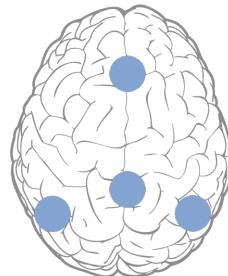
The thought patterns associated with each biotype are like “alerts” telling us we need to stop and recharge our battery.



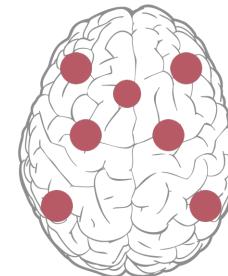
We can't make our negative stress go away. But we can bring awareness to our patterns of thought and emotions under negative stress, and prevent it from becoming cumulative.

SECTION 4

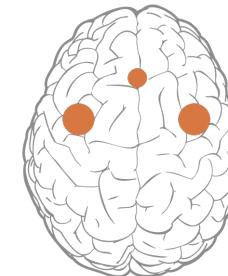
A BIOTYPE IS A "STUCK" PATTERN OF THOUGHTS OR EMOTIONS - LIKE A SHORT CIRCUIT IN YOUR BRAIN.



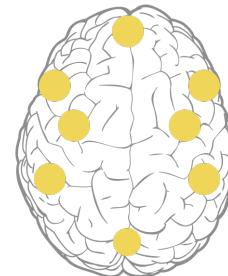
RUMINATION



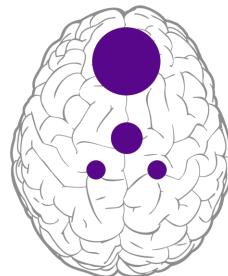
COGNITIVE FOG



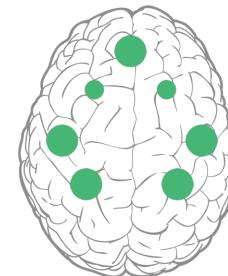
NEGATIVE BIAS



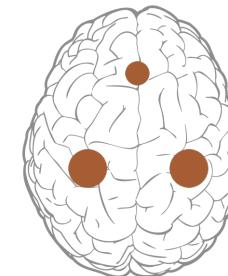
INATTENTION



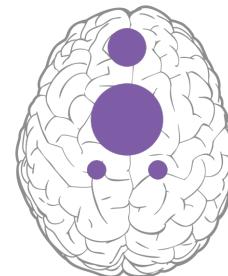
CONTEXT
INSENSITIVITY



ANXIOUS
AVOIDANCE



THREAT
RESPONSE



EMOTIONAL
NUMBNESS

*See Appendix A for a Biotype Mapping Matrix to see each biotype mapped to the Thriving Mind Recharge Strategies

SECTION 4

DEFINING THE BIOTYPES

RUMINATION

Uncertainty,
brooding,
overanalyzing

COGNITIVE FOG

Forgetfulness,
trouble finding
words

NEGATIVE BIAS

Negative self-talk,
vocalizing feelings
of worthlessness or
inadequacy, constantly
seeking reassurance

INATTENTION

Can't sustain
attention, focus, or plan
effectively; consistently
missing appointments
or deadlines

CONTEXT INSENSITIVITY

Seems physically,
emotionally, mentally
checked out; isolated;
possibly compulsive or
obsessive behaviors

ANXIOUS AVOIDANCE

Feeling "flooded,"
overwhelmed, severe
aversion to something,
isolation

THREAT RESPONSE

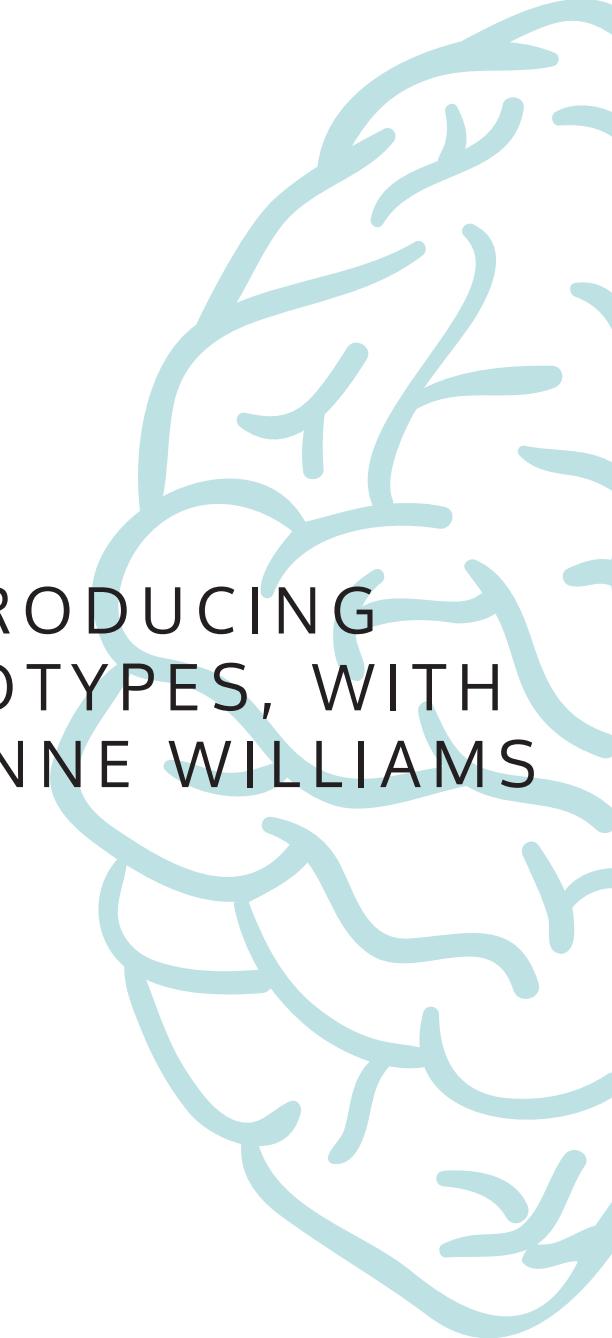
Panic, inability to
breathe, distressed,
anxious, elevated heart
rate, flushed

EMOTIONAL NUMBNESS

Visibly "numb"
reactions to large and
small environmental
stress triggers, devoid
of joy or any
emotion

*See Appendix A for a Biotype Mapping Matrix to see each biotype mapped to the Thriving Mind Recharge Strategy

SECTION 4



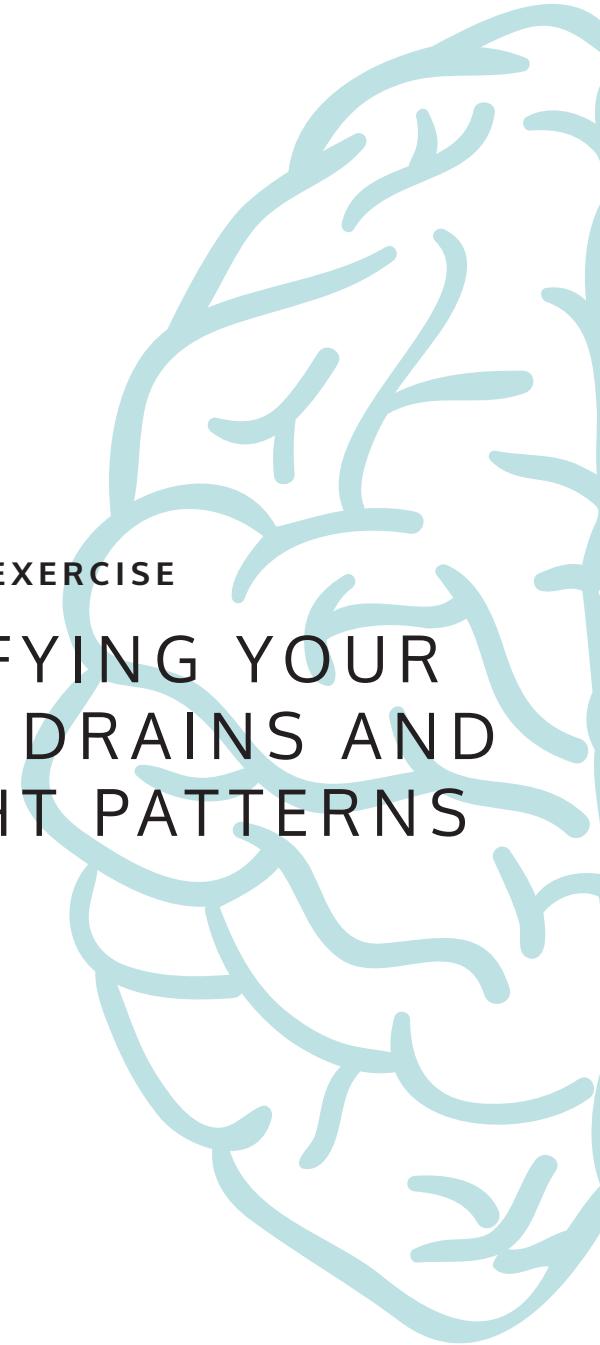
INTRODUCING THE BIOTYPES, WITH DR. LEANNE WILLIAMS

REFLECTION

Use this space to write down any new insights you gained from this section.

SECTION 5

EXERCISE IDENTIFYING YOUR BATTERY DRAINS AND THOUGHT PATTERNS



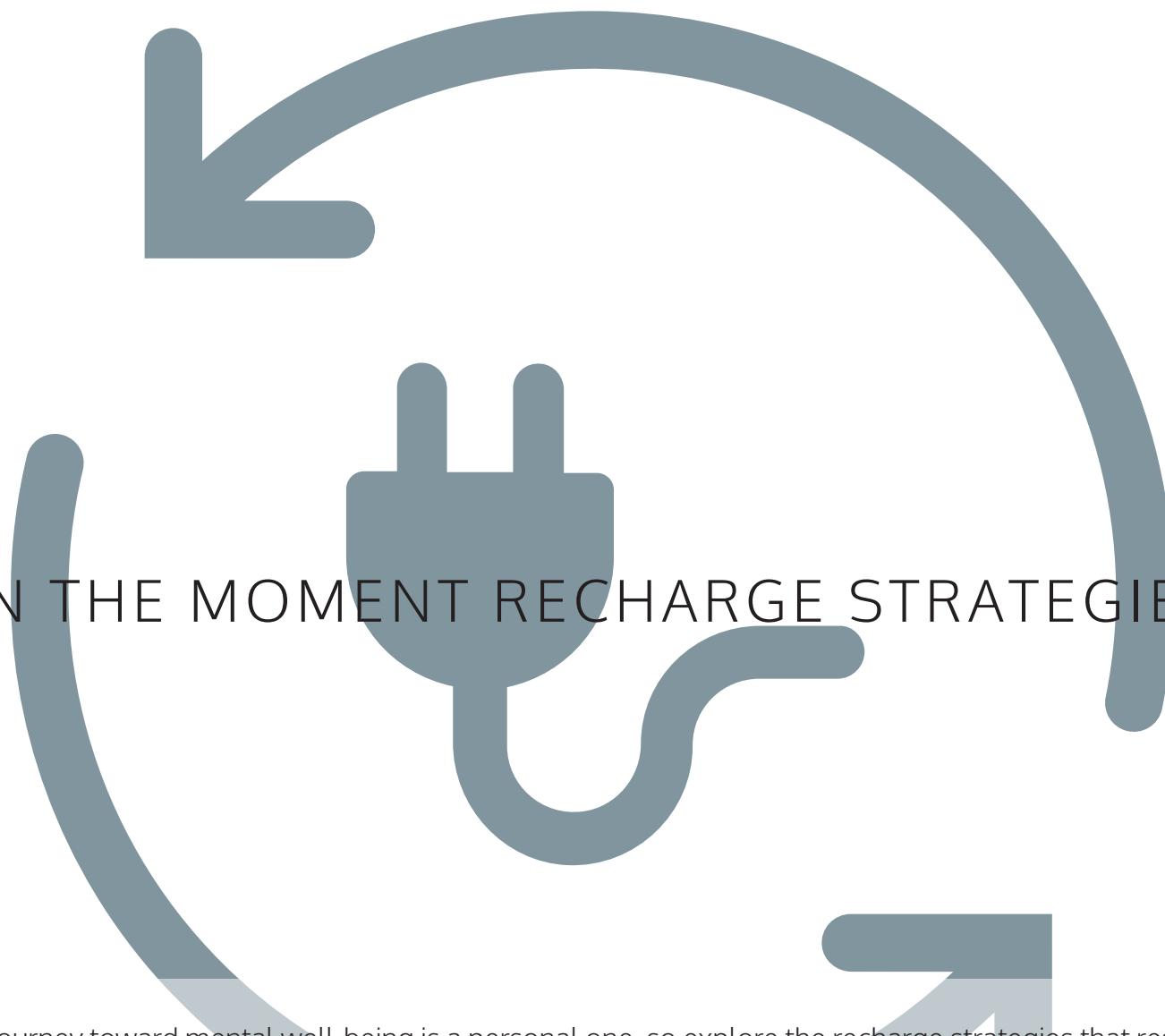
DIRECTIONS

- What is one aspect of your job that brings you negative stress and drains your battery?
- Describe the feelings, emotions, and behaviors you display under negative stress.
- What thought patterns predominantly show up when you face this stress?



"The day we, as a society, can together get over that stigma and raise awareness about mental health issues, we will win this battle."

DEEPIKA PADUKONE
ACTRESS

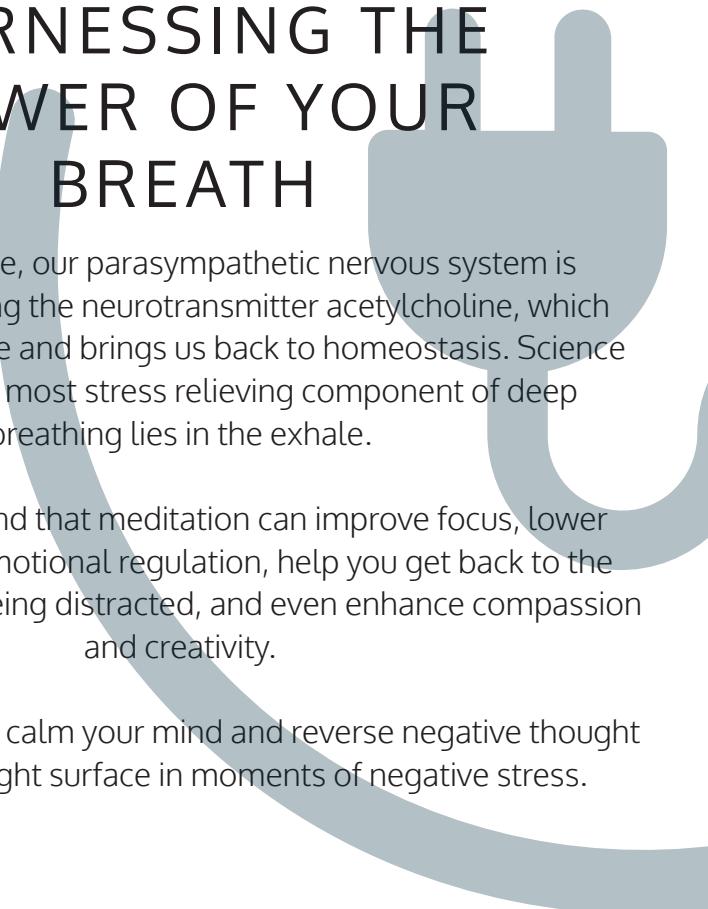


IN THE MOMENT RECHARGE STRATEGIES

The journey toward mental well-being is a personal one, so explore the recharge strategies that resonate most and would be most relevant to your life. You are empowered to skip any topics that make you feel uncomfortable and may affect your own personal mental well-being. If you need support now, go to <https://in.accenture.com/careers/totalrewards/eap/> to access the employee assistance program.

SECTION 6

HARNESSING THE POWER OF YOUR BREATH



When we exhale, our parasympathetic nervous system is activated, releasing the neurotransmitter acetylcholine, which slows the heart rate and brings us back to homeostasis. Science tells us that the most stress relieving component of deep breathing lies in the exhale.

Studies have found that meditation can improve focus, lower stress, improve emotional regulation, help you get back to the task at hand after being distracted, and even enhance compassion and creativity.

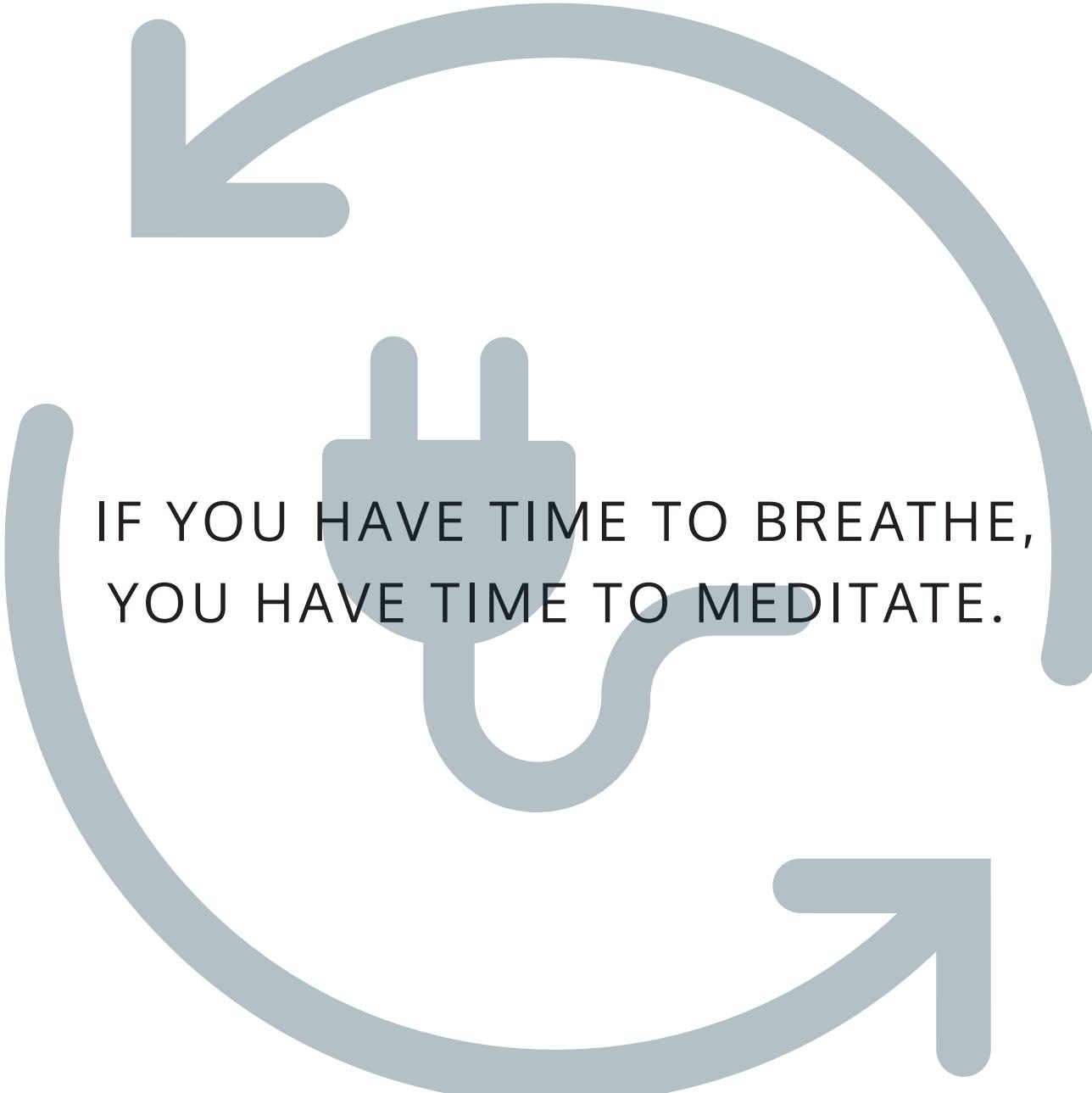
Meditation can help calm your mind and reverse negative thought patterns that might surface in moments of negative stress.

REFLECTION

How can you use your breath to better support a Thriving Mind?

MICROSTEPS

- During a negative, stressful moment, close your eyes and think of a person, place, or activity that brings you calm.
- If you catch yourself in a negative thought pattern or feeling particularly stressed, turn your focus to the rising and falling of your breath.
- Observe your breathing when you open up your email in the morning.
- Set aside one minute of recovery time after a stressful meeting. You can build up to five minutes, but the important thing is to begin!



IF YOU HAVE TIME TO BREATHE,
YOU HAVE TIME TO MEDITATE.

SECTION 6

POSITIVE AFFIRMATIONS

Studies show we react more strongly to stimuli that stir up negative feelings. An affirmation is a simple, declarative statement that helps you focus on the positive and affirm what you would like to be true. You can use it anytime, anywhere.

REFLECTION

How can you use positive affirmations to better support a Thriving Mind in your life?

MICROSTEPS

- Choose an affirmation that turns a perceived weakness into a strength.
- Identify a moment in your daily routine when you can practice building positive affirmations
- Pair your positive affirmation with a moment of recovery time.

SECTION 6

EXERCISE CREATING POSITIVE AFFIRMATIONS

An affirmation is about you. It should start with "I am."

An affirmation is a statement of "being," not a statement of "becoming" - so it's an "I am", not an "I will" statement.

An affirmation is one sentence.

And of course, an affirmation is positive.

DIRECTIONS

- I am powerful
- I am capable
- I am enough
- I am balanced

Write down a limiting belief you have about yourself, or a common self-criticism. Then, use the Exercise space below to turn your limiting belief or criticism into a positive affirmation.

POSITIVE AFFIRMATION

I am....

SECTION 6

REFRAMING CHALLENGES, BUILDING RESILIENCE

Reframing is the active and intentional shifting of our mindset.

Our perspective is powerful, and can set us on the right track - it can course correct us when we veer away from the best version of ourselves.

REFLECTION

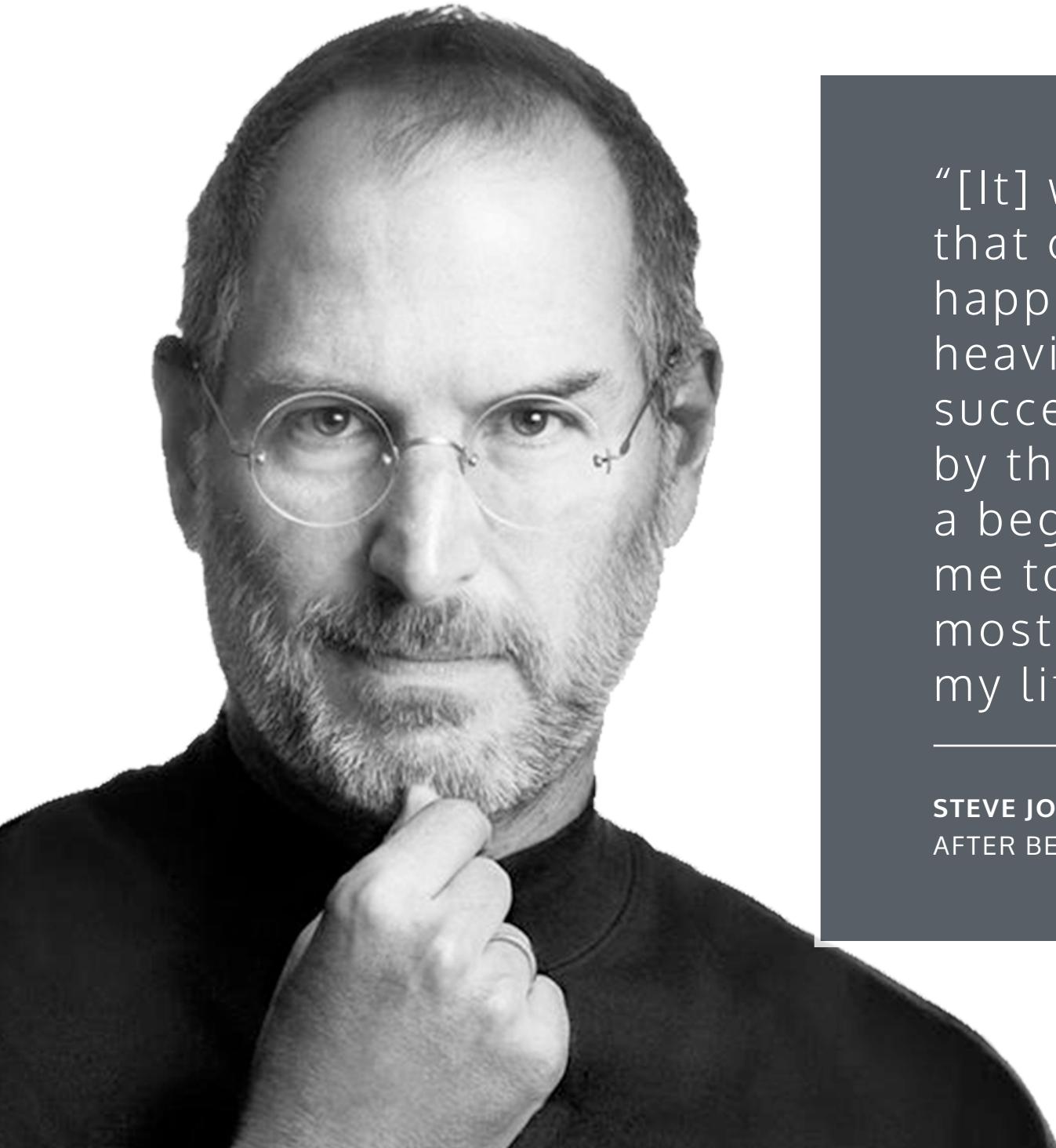
How can you use reframing to better support a Thriving Mind in your life?

EXERCISE

Take a moment to reflect on the part of your work that brings you negative stress and drains your battery. Reflect on how you can see this in a new light. How can you take a more positive perspective on what brings you such negative stress?

MICROSTEPS

- At the end of each day, recall one moment that caused you stress and reframe it.
- Whenever you're about to do some demanding work, take a moment to think about how it will make someone's life easier or have some positive effect.
- When you find yourself in a high stress moment, pause, focus on your breathing, and reframe the moment.
- When you're stuck on a problem, ask your question in a different way.

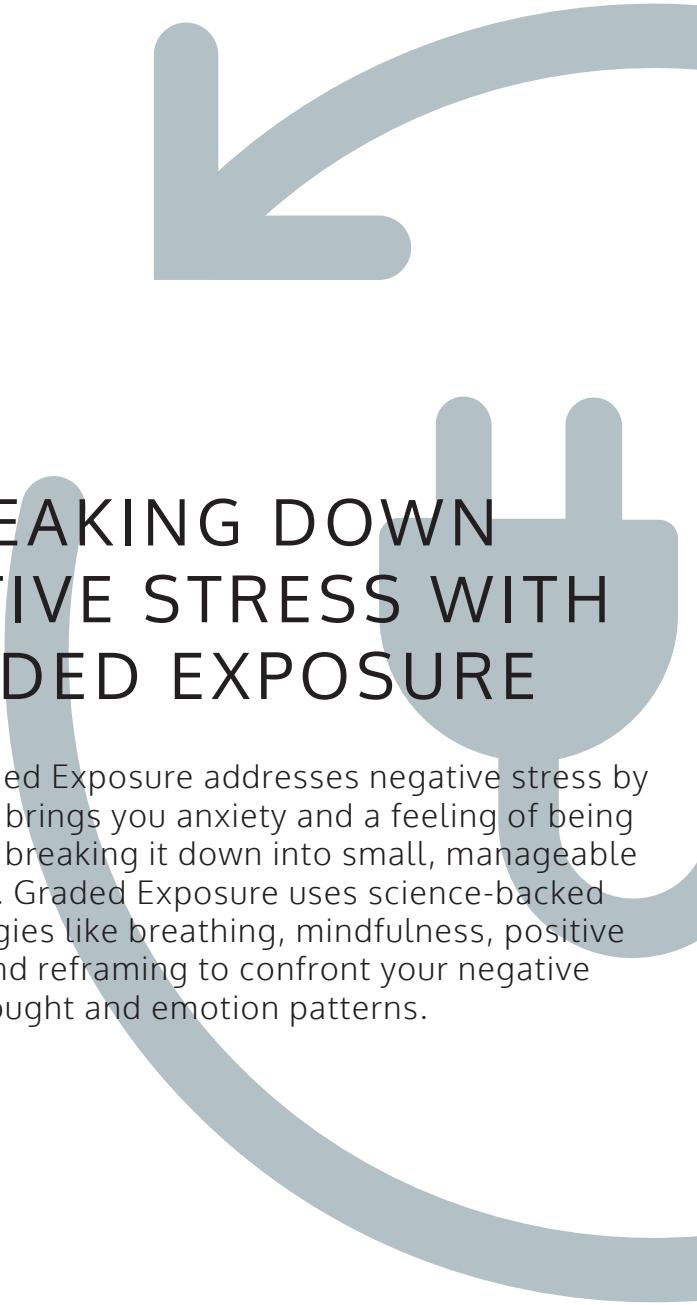


“[It] was the best thing that could have ever happened to me. The heaviness of being successful was replaced by the lightness of being a beginner again. It freed me to enter one of the most creative periods of my life.”

STEVE JOBS
AFTER BEING FIRED FROM APPLE

SECTION 6

BREAKING DOWN NEGATIVE STRESS WITH GRADED EXPOSURE



This form of Graded Exposure addresses negative stress by identifying what brings you anxiety and a feeling of being overloaded, and breaking it down into small, manageable mindset shifts. Graded Exposure uses science-backed recharge strategies like breathing, mindfulness, positive affirmation and reframing to confront your negative thought and emotion patterns.

REFLECTION

How can you use graded exposure to better support a Thriving Mind in your life?

MICROSTEPS

- Choose a go-to recharge strategy that works best for you for moments of overwhelm.
- Put what you are avoiding in front of you and let it fill your visual field. Now make one micro move toward getting it done.
- Try something you've never done before.

SECTION 6

MANAGING YOUR WORRY TIME

Recent science shows that people who scheduled their worry time for a particular part of the day or week reduced their anxiety, stress and depressive symptoms significantly more than people using standard anxiety treatments.

Scheduling just 5 to 15 minutes of worry time a day for many subjects in these tests helped them to remain more focused on the present moment, and reduced the amount of worry in their lives.

REFLECTION

How can you use the act of scheduling worry time to better support a Thriving Mind in your life?

MICROSTEPS

- Set aside a specific time each day or week dedicated to worry time.
- Set aside a few minutes at the end of the week to reflect on your notes.
- Choose an in-the-moment technique for moments when you begin to worry or ruminate.



UPSTREAM: RECHARGING YOUR
BATTERY FOR SUSTAINED POWER

SECTION 6

HOW SLEEP IMPACTS DECISION MAKING, WITH BABA SHIV

Sleep is an essential period of recovery for the brain and the body, and is critical for us to be able to perform at our best. Deep sleep, or slow wave sleep, is critical for bringing our serotonin levels back to normal, which impacts our decision making and helps to better manage our stress response.

During sleep, the brain flushes harmful waste proteins that build up between its cells - a process that may reduce the risk of Alzheimer's and other brain diseases.

REFLECTION

How can you use sleep to better support a Thriving Mind in your life?

MICROSTEPS

- 30 minutes before bed, escort your devices out of your bedroom.
- If worrisome thoughts, anxiety, or a foggy brain prevent you from getting a good night's sleep, schedule your worry time for the morning.
- Journal or meditate before bed.
- Conduct a sleep audit.



“When we reclaim sleep, we reclaim what sleep has offered us throughout human history - a gateway to the sacred and to life’s mystery.”

ARIANNA HUFFINGTON
FOUNDER AND CEO OF THRIVE GLOBAL

SECTION 6

MOVE YOUR BODY TO FUEL YOUR MIND

One way to recharge your battery both long-term and in the moment is to make movement and exercise part of your day. It doesn't have to be capital-E exercise, and it doesn't have to happen at the gym. Put simply, move your body! Sitting for prolonged periods of time can leave you feeling tired, foggy, and disengaged.

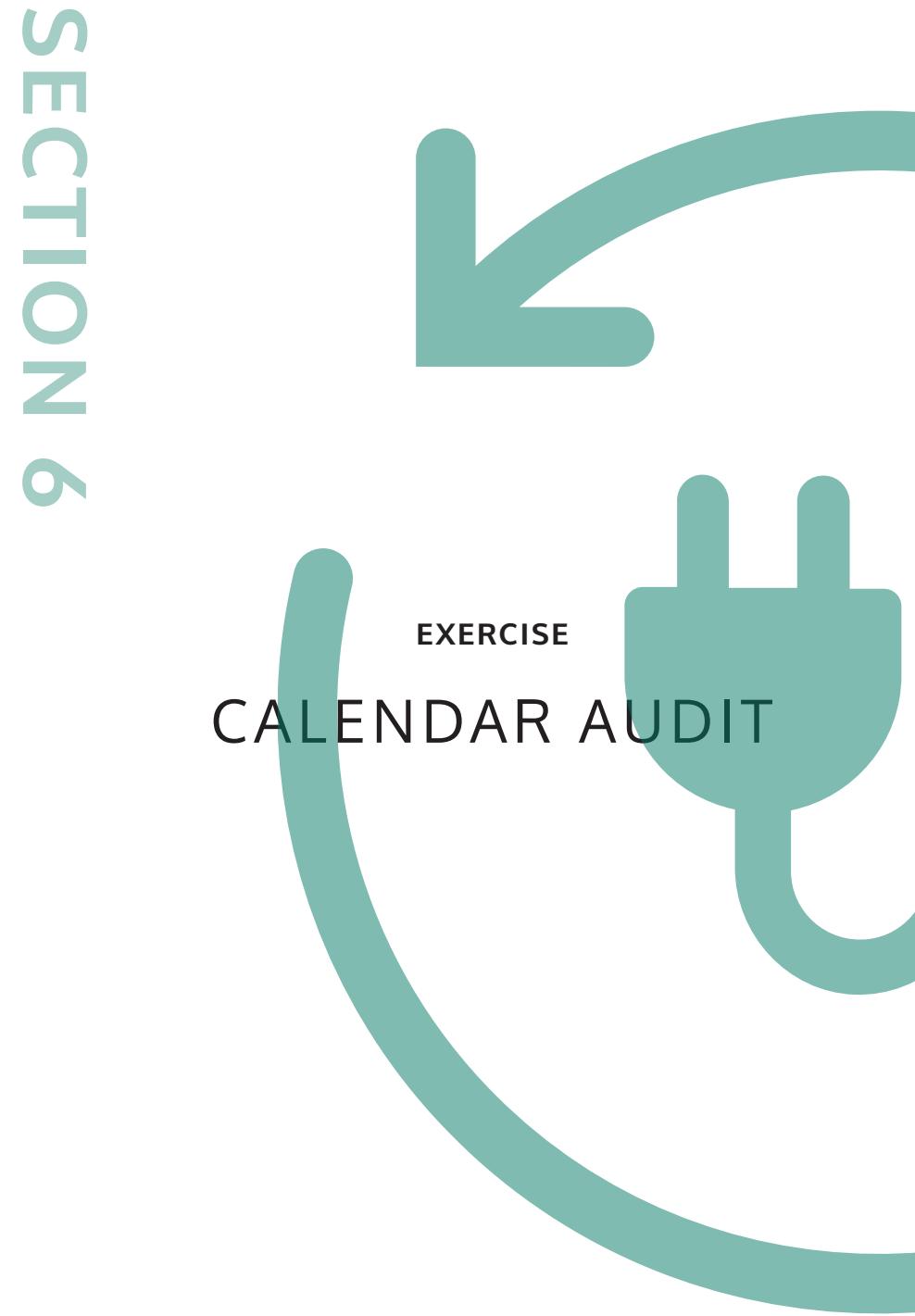
A sedentary lifestyle has been linked to higher risk for developing mental health conditions over time. And regular movement fuels your brain in important ways: according to one study, those who get regular exercise see a 70 percent improvement in ability to make complex decisions over sedentary peers.

REFLECTION

How can you use movement and exercise to better support a Thriving Mind in your life?

MICROSTEPS

- Block time on your calendar for exercise.
- Turn a sit-down meeting into a walking meeting.
- Schedule time with a workout buddy.



DIRECTIONS

Mark down three times in the coming week when you'll commit to making movement a part of your day.

What days and times did you choose? Write them here.

SECTION 6

EATING FOODS THAT ARE WORTHY OF YOU AND DELIGHT YOU, WITH DR. MAYA ADAM

How we react to and think about stress has a significant impact on our food choices, and vice versa. What's important is to build awareness of what triggers poor food choices in the first place. Awareness is key.

Food can be a wonderful source of energy to recharge our battery and can enable us to build our capacity for stress and resilience. And healthy food choices positively impact all of the thought patterns we focus on in this course. Eat foods that delight you and are worthy of you. When we fuel our bodies with proper nutrition, we bring energy, vitality, and balance to our system, and we support a Thriving Mind.

REFLECTION

How could you use nutrition to better support a Thriving Mind in your life?

MICROSTEPS

- Practice self-compassion. When you go off course in your food choices, recognize your disappointment, but don't allow it to define you.
- Leverage the power of breathing, positive affirmation, and mindfulness.
- Start cooking.
- Know your habits. Think about the times of day or situations in which you tend to overeat or make suboptimal food choices. Then devise a plan to make different food choices in those situations.

SECTION 6



DIRECTIONS

Imagine you have a deadline looming with a lot of work to do in order to meet it. You're feeling overwhelmed by the amount of work that needs to get done and hungry because it's almost lunchtime and you skipped breakfast in order to get a head start on the work. Which of the following two scenarios would you most likely choose?

- A. You grab whatever's handy to eat - a day-old pastry from the break room and some packaged snacks to eat at your desk while you work. Anything quick and easy.
- B. You take a lunch break, sit down somewhere (away from your computer) and eat a fresh, balanced meal including something that came from a plant (but wasn't made in a plant), before returning to your desk.

Note any reflections, reactions, or thoughts:



“If we reframe our relationship with food, we can actually start to love the foods that will love us back - by supporting our health for a lifetime.”

DR. MAYA ADAM
DIRECTOR OF HEALTH EDUCATION
OUTREACH AT STANFORD'S
CENTER FOR HEALTH EDUCATION

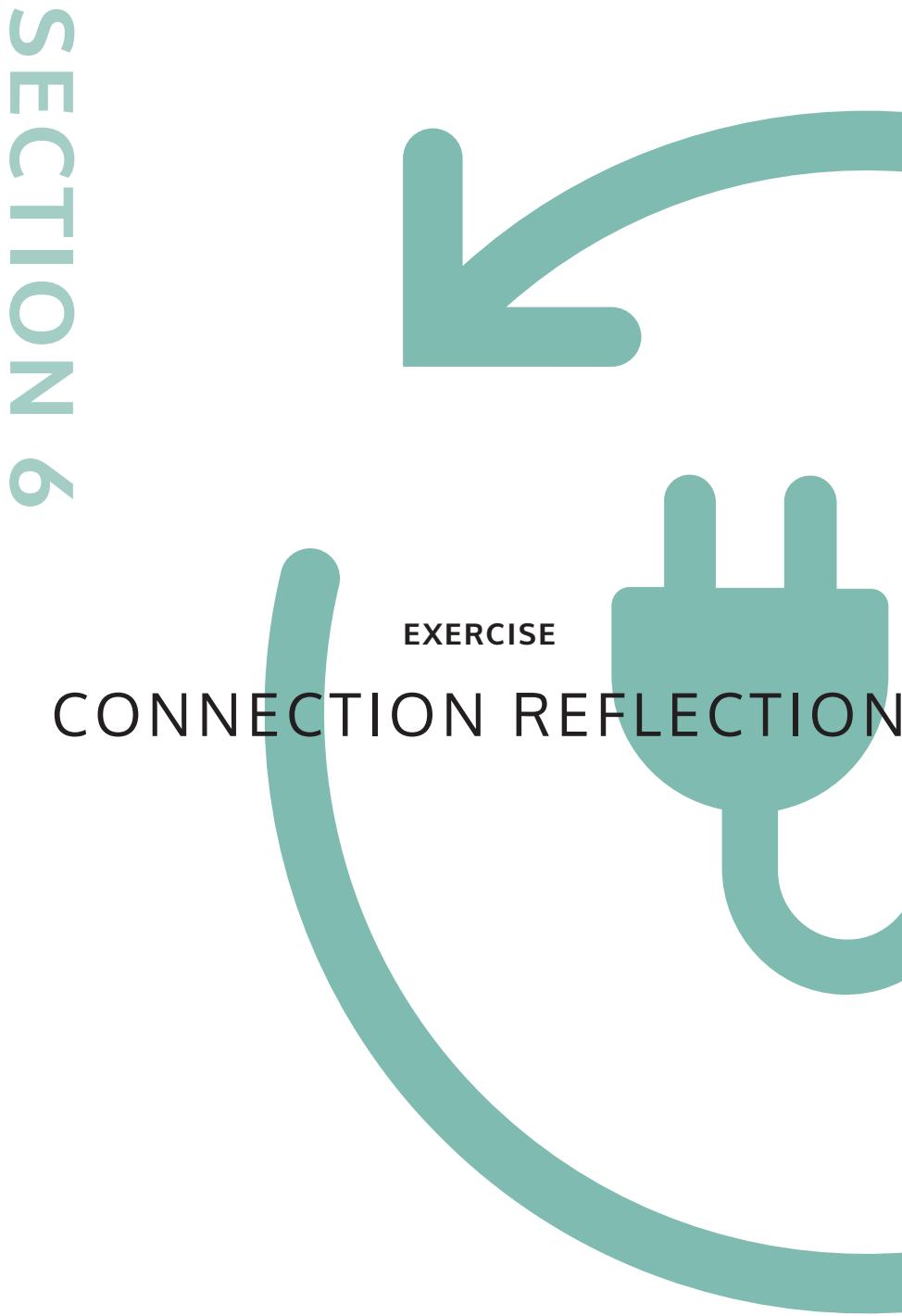
SECTION 6

BUILDING HUMAN CONNECTIONS WITH DR. ABRAHAM VERGHESE

Meaningful interactions are integral to our ability to thrive not only as individuals but social creatures in a social world. Employees who have best friends at work report higher levels of healthy stress management compared to those who don't, according to Gallup. Multiple studies have found a link between close social ties and longevity, as well as a deeper sense of meaning and purpose.

REFLECTION

How can you use meaningful connections to better support a Thriving Mind in your life?



DIRECTIONS

Think about and respond to the following question:

Why are you not connecting right now? (i.e. I'm too busy, I don't have time, there are just too many meetings to leave my desk, I don't feel up to it at the end of the work day, I have trouble listening and focusing, I have trouble empathizing, etc.)

MICROSTEPS

- Invite a friend or colleague to lunch or coffee, or even a "virtual coffee break."
- Spend time each day being fully present with another.
- Spend time getting to know yourself. Write in a journal about how you feel about the day and how you observed yourself - this will deepen your self-awareness and ability to connect with yourself and others.
- Start small: If making new connections is difficult for you, leverage the Microsteps found in our Graded Exposure video. If shyness or anxiety holds you back, start with small, more manageable moments, like stopping by a coworker's desk to ask about their weekend.

SECTION 7



CREATING SUSTAINABLE BEHAVIOR CHANGE THROUGH MICROSTEPS

ACTION PLAN

This Action Plan worksheet is a space to synthesize your insights from the Thriving Mind course, your vision of what a thriving mind looks like to you, and the Microstep you selected to support your 32-day goal.

- My vision of a Thriving Mind (use the words that stuck out as you wrote your vision of a Thriving Mind):

- The Microstep I've selected to support me on my 32-day journey is:

- **[BELIEF]** Why does this habit matter to you?

- **[CUE]** What will trigger you to act? Pick cues that are obvious and trigger you to take action in the moment, and consider stacking habits by using an existing daily habit as your cue.

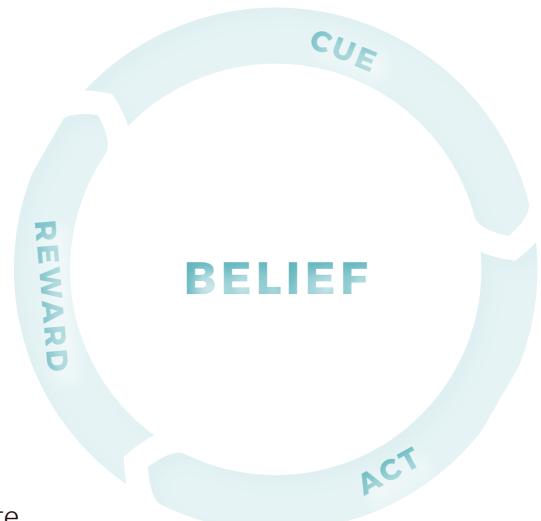
- **[ACT]** **What daily action will you take?** Start small; be specific on what, when, and where; and anticipate the obstacles and create If/Then plans.

- **[REWARD]** **What makes it satisfying and worth repeating?** Find a reward that gives you an immediate 'hit' of satisfaction, be it something tangible, a sense of accomplishment, or recognition from others.

- My Accountability partner will be: _____

- He/She will check in with me (daily, weekly, monthly, etc.)

- He/She will hold me accountable by _____



MICROSTEP TRACKING

At the end of each day, rate how well you think you did supporting your Microstep using the following scale:

DAY	HOW'D I DO?	COMMENTS	DAY	HOW'D I DO?	COMMENTS
1			17		
2			18		
3			19		
4			20		
5			21		
6			22		
7			23		
8			24		
9			25		
10			26		
11			27		
12			28		
13			29		
14			30		
15			31		
16			32		

APPENDIX A: RECHARGE STRATEGY TO BIOTYPE MAPPING

UPSTREAM: RECHARGING YOUR BATTERY FOR SUSTAINED POWER

	RUMINATION	THREAT RESPONSE	NEGATIVE BIAS	ANXIOUS AVOIDANCE	COGNITIVE FOG	CONTEXT INSENSITIVITY	EMOTIONAL NUMBNESS	INATTENTION
HOW SLEEP IMPACTS DECISION MAKING	✓	✓	✓	✓	✓	✓	✓	✓
EATING FOODS THAT ARE WORTHY OF YOU	✓	✓	✓	✓	✓	✓	✓	✓
MOVE YOUR BODY TO FUEL YOUR MIND	✓	✓	✓	✓	✓	✓	✓	✓
BUILDING HUMAN CONNECTIONS	✓	✓	✓*	✓	✓	✓	✓*	✓

RECHARGING YOUR BATTERY IN-THE-MOMENT

	RUMINATION	THREAT RESPONSE	NEGATIVE BIAS	ANXIOUS AVOIDANCE	COGNITIVE FOG	CONTEXT INSENSITIVITY	EMOTIONAL NUMBNESS	INATTENTION
HARNESSING THE POWER OF YOUR BREATH	✓	✓	✓	✓	✓	✓	✓	✓
POSITIVE AFFIRMATIONS	✓		✓					
REFRAMING CHALLENGES, BUILDING RESILIENCE	✓		✓					
MANAGING YOUR "WORRY TIME"	✓		✓					
BREAKING DOWN NEGATIVE STRESS WITH GRADED EXPOSURE				✓				

*Particularly helpful for these Biotypes

APPENDIX B: MICROSTEP SUMMARY SHEET

QUICK CHARGING YOUR BATTERY IN THE MOMENT

HARNESSING THE POWER OF YOUR BREATH

- During a negative, stressful moment, close your eyes and think of a person, place, or activity that brings you calm.
- If you catch yourself in a negative thought pattern or feeling particularly stressed, turn your focus to the rising and falling of your breath.
- Observe your breathing when you open up your email in the morning.
- Set aside one minute of recovery time after a stressful meeting.

POSITIVE AFFIRMATIONS

- Choose an affirmation that turns a perceived weakness into a strength.
- Identify a moment in your daily routine when you can practice building positive affirmations.
- Pair your positive affirmation with a moment of recovery time.

REFRAMING CHALLENGES, BUILDING RESILIENCE

- At the end of each day, recall one moment that caused you stress and reframe it.
- Whenever you're about to do some demanding work, take a moment to think about how it will make someone's life easier or have some positive effect.
- When you find yourself in a high stress moment, pause, focus on your breathing, and reframe the moment.
- When you're stuck on a problem, ask your question a different way.

BREAKING DOWN NEGATIVE STRESS WITH GRADED EXPOSURE

- Choose a "go-to" recharge strategy that works best for you for moments of overwhelm when you're facing something that brings you anxiety and fear.
- Put what you are avoiding in front of you and let it fill your visual field. Now make one micro move toward getting it done.
- Try something you've never done before.

MANAGING YOUR "WORRY TIME"

- Set aside a specific time each day or week dedicated to worry time - make it 5 minutes or 15 minutes, whatever you need.
- Set aside a few minutes at the end of the week to reflect on your notes. Look for "repeat offenders" - patterns of worries that seem to appear again and again.
- Choose an in-the-moment technique for moments when you begin to worry or ruminate.

UPSTREAM: RECHARGING YOUR BATTERY FOR SUSTAINED POWER

HOW SLEEP IMPACTS DECISION MAKING

- To decrease the mind clutter and anxiety that comes with a stressful day, 30 minutes before bed, escort your devices out of your bedroom.
- If worrisome thoughts, anxiety, or a foggy brain prevent you from getting a good night's sleep, schedule your worry time for the morning.
- To quiet the mind and prepares for sleep, journal or meditate before bed.
- Conduct a sleep audit. Spend time identifying where on the spectrum your sleep quality and quantity might fall, and what beliefs, behaviors, and mindsets might be driving your sleep habits.

MOVE YOUR BODY TO FUEL YOUR MIND

- Start somewhere: Take the steps rather than take the elevator. Stop one subway stop before your destination and walk.
- Block time on your calendar for exercise.
- Turn a sit-down meeting into a walking meeting.
- Schedule time with a workout buddy.

EATING FOODS THAT ARE WORTHY OF YOU

- Practice self-compassion. When you go off course in your food choices, recognize your disappointment, but don't allow it to define you.
- Leverage the power of breathing, positive affirmation, and mindfulness. This small gesture may have a large impact on your ability to draw focus and attention to your food choices.
- Know your habits. Think about the times of day or situations in which you tend to overeat or make suboptimal food choices. Then devise a plan to make different food choices in those situations.

BUILDING HUMAN CONNECTIONS

- Invite a friend or colleague to lunch or coffee, or even a "virtual coffee break".
- Spend time each day being fully present with another.
- Spend time getting to know yourself. Write in a journal about how you feel about the day and how you observed yourself - this will deepen your self-awareness and ability to connect with yourself and others.