

# Tips and Reminders: Week 1

## 1. What makes a good job?

There are many elements that make a job a good job, here are a few:

- Salary
- Opportunity to advance
- Working conditions
- Supervisors fair, supportive
- Co-workers, good & supportive
- Allows for balance of work and home life
- Job benefits
- Work hours
- Flexibility
- Fits your personality
- Job is interesting and absorbing
- Job security
- Work feels meaningful
- Variety
- Opportunity to help others

We reviewed this list and perhaps you added some other elements, then decided what was most important to you. You identified the areas you have the most control over and ways you can change your perspective or attitude about some aspects of the job.

## 2. “Locus of control”

The degree to which **you believe** you have the power to change or control a situation.

INTERNAL locus of control	EXTERNAL locus of control
Belief in one’s ( <b>internal</b> ) ability to control themselves and influence or change situations.	Belief that control over events and what other people do is, <b>outside</b> of them.
Able to change the way I look at situations and find positive aspects even in negative situations	Belief that I personally, have little or no control over such things.

Like other preferences, this is a spectrum. Some people believe control resides completely internally or externally; many have a balance between both views, varying with the situation (like home or work.)

## 3. Reframing

You can gain some control over a situation (or at least response to it), by “reframing” or changing your attitude, or the way you perceive it.

## 4. Maintaining Boundaries Between Work and Home

- Create transition times between home and work at the start of the day and at the end of the day. Try meditating, a relaxation exercise, taking a walk
- Leave work at work, don’t talk about it at home
- Leave home at home, don’t bring home issues into the office
- Tell your family no calls to the office except in an emergency
- When you are with your family, focus on being with them, give them your full attention
- Set aside clear blocks of time for family activities
- Ask family members to tell you how they would like you to spend your time with them.

## 5. Mindfulness

Mindfulness is the ability to quiet your mind and to focus your attention on the present. We learned how to focus and calm the mind through some mindfulness activities.



We learned one way to become more mindful and make thoughtful responses and decisions is by practicing SBNRR method.