



The Contract of **Self-Management**



I'll challenge myself to join to the positive battle for more energetic everyday life. I promise to treat myself well. I learn to recognize tools that help me to recover. I maintain my physical and mental energy daily. Therefore, I have energy beyond the working day to engage in the interests I value in my life.

I will commit to the following (1-3) ways of self-management. These ways boost my own well-being. (Tips for the beneficial ways on the next page).

I promise to myself, that...

1.

2.

3.

Place and date: _____

Signature: _____

The contract is valid indefinitely.

I work systematically



I can define which tasks are important. I schedule the working time needed in my calendar and respect this plan. All requests do not require my immediate attending. I can separate urgent and less urgent tasks from another.



I know my responsibilities and expectations concerning my work

I can separate which tasks are my responsibilities from those that are not. I do not need to take responsibility for undone work or emotions of other people. My working goals are clear to me and I know what is expected of me. I recognize what is good enough.

I focus on one thing at a time



By doing one task at a time, I improve both the quality of my work and my concentration skills. Feelings of hurry decline and control of one's work improve by using better working methods. I know that hopping between different tasks is not energy efficient and it strains the mind unnecessarily.

I have a sufficient amount of breaks

Looking after my brain's performance is important to me. Therefore, I let my mind to recover during my working day by doing, for example, breathing exercises, squats, walking lunches, chitchatting. Or I choose to do some other recovering activity. I choose how many (micro) breaks I give myself.

I recognize my limits



None of us is a work robot thus it is human to experience strain and burden at some point of working career. I recognize the typical symptoms I experience when having stress. I know when it is time to slow down.

I dare to rely on other people

I receive joy and energy from other people. I can ask for help, feedback or sparring. A problem shared is a problem halved. And vice versa, genuine positivity grows and increases by sharing.

I permit myself to have free time



I value my life outside work and I give myself permission to detach work-related issues after my workday. I can adjust and limit working hours or the amount of overtime to fit better to my needs.

I take care of myself



I look after my physical state, healthy lifestyle choices and sleeping. I nurture my psychological wellbeing by engaging in rewarding leisure activities and relationships valuable to me.