



Keeping your C.O.O.L.



How to Use:

1) Read through the information below on your own first:

- Review the example under "In Practice" and consider other examples that may be relevant to your team.
- Bring some stories, examples and ideas with you to your team meeting.

2) Read or describe the introduction, the tools and the example (or share your own) below with your team:

- Ask your team to share thoughts or ideas (to the extent they are comfortable sharing).
- Share your own examples and ideas, or discuss the examples under "In Practice".

3) Check in with your team later and see how they are implementing the C.O.O.L. method.

Introduction: Finding Balance During the Holiday Season

During the busy holiday season, it can be difficult to find and keep a balance between work, social and family life.

Fatigue from extra work demands, busy family and social schedules, potentially tricky family situations, and other holiday pressures can take a toll on your mental and physical health. Use the C.O.O.L. method below to support a healthy, balanced *YOU* during the busy holiday season.

The C.O.O.L. Tool

C Catch your negative thoughts and feelings

Catch yourself when thinking negative thoughts or experiencing negative feelings. You can use the thought or feeling as an "alarm" bell, then proceed with OOL below...

O Own your expectations

We are likely to feel unbalanced when our expectations do not match our reality.

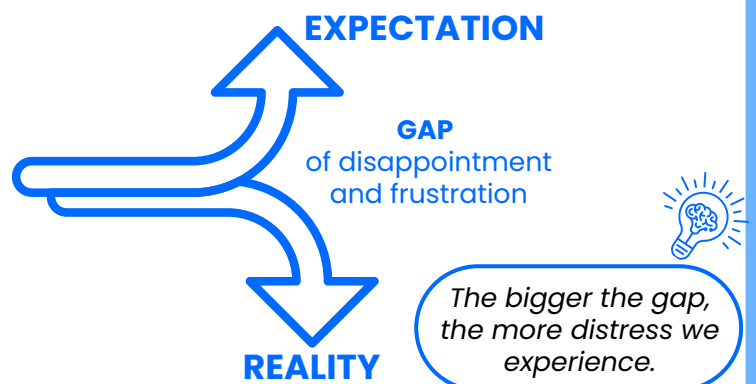
O Optimize your reality

Once you are aware of your expectations, consider how you can optimize your reality. This may mean letting go of unrealistic expectations or changing the way you speak and think about situations.

L Look after yourself

In the way that makes the most sense for you, do the things that you need to take care of your wellbeing. You can try some of these suggestions below...

- **3 Good Things** - start or end every day thinking of three things that are going well in your life (even the simplest things count - like waking up on time or a delicious coffee, sausage roll, or pie)
- Check out the **Daily Action Tool, Kindness Wheel or Worry Map** in the Groov app
- Feeling overwhelmed by social demands? Create a **Time Out Zone** - find a quiet place (in your car, the closet, or even the bathroom) and use the Groov app **Breathing Tool** to set a timer and give yourself a break



In Practice

Leader: You can use the example below, prepare one that is meaningful to your team, or ask a teammate to share an example from their life.

Catch

Catch my feelings of anxiety about spending money over the holidays.

Own

My expectation is that I should be able to buy gifts for my loved ones. I'm feeling anxious that I can't.

Optimize

Reality is that my finances are really tight, and I don't have money for gifts. Things I can control:

- Crafting gifts that cost less
- Have a family gift swap
- Make an IOU booklet of things I can do instead

Look

When I feel anxious, I'll stop to remember all the good things I've done for the holidays to keep calm and stay in my Groov.