

# Psynergy Wellbeing Worksheets

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# Covey Time Management Matrix

‘Prioritise And Manage Time Appropriately’

**Important and urgent**

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**Important and not urgent**

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**Not important and urgent**

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**Not important and not urgent**

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# Values Exercise

## 'Identifying Your Values And Reflection'

### Objective:

Discover your top 5 values that deeply resonate with you, shaping your approach towards patient care, teamwork, and personal life. Reflect on how these values serve as guiding principles during challenges and energise you in various aspects.

Explore actionable steps to integrate these values into your interactions with patients, advance your dental career, nurture relationships, pursue hobbies, and enhance your personal well-being.

This exercise encourages introspection and actionable exploration to align your core values with your daily actions for a more fulfilling professional and personal life.

### Step 1: Identify Your Values

Review the ACT table on the following page and jot down the 5 values that strongly connect with you. Consider values that directly relate to your interactions with patients, teamwork, and your personal life. To identify your top 5 values, reflect on how these principles have guided you through challenges or contributed to boosting your energy.

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

### Step 2: Align Values With Actions

Take a moment to contemplate one or two of your chosen values. Think about practical instances where you can translate these values into actions within your interactions with patients, your dental career, relationships, hobbies, or personal life. For instance, if growth and leadership hold significance for you, you might explore leadership courses. Similarly, if health ranks high among your values, prioritising good nutrition could be a way to align actions with this value.

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# Values Exercise ACT Table

Accountability Accuracy Achievement Adventurousness Altruism  
Ambition Assertiveness Balance Belonging Boldness Calmness  
Carefulness Challenge Cheerfulness Commitment Community  
Compassion Competitiveness Consistency Contentment Contribution  
Control Cooperation Correctness Courtesy Creativity Curiosity

Decisiveness Dependability Determination Devoutness Diligence  
Discipline Discretion Diversity Dynamism Economy Effectiveness  
Efficiency Elegance Empathy Enjoyment Enthusiasm Equality  
Excellence Excitement Expertise Exploration Expressiveness  
Fairness Faith Fidelity Fitness Fluency

Focus Freedom Fun Generosity Goodness Grace Growth  
Happiness Hard Work Health Helping Society Holiness Honesty  
Honor Humility Independence Ingenuity Inner Harmony  
Inquisitiveness Insightfulness Intelligence Intellectual Status  
Intuition Joy Justice Leadership Legacy

Love Loyalty Making a difference Mastery Merit Obedience  
Openness Order Originality Patriotism Perfection Piety  
Positivity Practicality Preparedness Professionalism Prudence  
Quality-orientation Reliability Resourcefulness Restraint  
Security Self-actualisation Self-control Selflessness Self-  
reliance Sensitivity

Serenity Service Shrewdness Simplicity Soundness Speed  
Spontaneity Stability Strategic Strength Structure Success  
Support Teamwork Temperance Thankfulness Thoroughness  
Thoughtfulness Timeliness Tolerance Traditionalism  
Trustworthiness Truth-seeking Understanding Uniqueness  
Usefulness Vision Vitality

# Self Calming Exercises

## 'Techniques For Tranquility'

### Box Breathing

#### 'Finding Balance in Breath'

##### 1) Sit Comfortably:

- Find a quiet, comfortable place to sit.

##### 2) Inhale, Hold, Exhale (4 Counts Each):

- Inhale through your nose for 4 counts.
- Hold your breath for 4 counts.
- Exhale through your mouth for 4 counts.

##### 3) Pause (4 Counts):

- Pause briefly before starting the cycle again.

##### 4) Repeat Regularly:

- Use box breathing when stressed or as a daily practice.

### 478 Method

#### 'Deep Calm through Patterned Breathing'

##### 1) Prepare:

- Sit or lie down comfortably with closed eyes.

##### 2) Inhale, Hold, Exhale (4-7-8 Counts):

- Inhale quietly for 4 counts.
- Hold your breath for 7 counts.
- Exhale completely for 8 counts.

##### 3) Repeat the Cycle:

- Start with four breaths and gradually increase.

##### 4) Practice Regularly:

- Incorporate into your routine for optimal benefits.

### Present Moment Method

#### 'Engaging the Senses'

##### 1) Find a Quiet Space:

- Choose a quiet space where you can sit or stand comfortably without distractions.

##### 2) Observe 5 Things You Can See:

- Look around and identify five things in your environment.

##### 3) Touch 4 Things:

- Reach out and touch four different objects around you.

##### 4) Listen to 3 Things:

- Close your eyes and focus on three distinct sounds in your surroundings.

##### 5) Smell 2 Things:

- Identify and take a moment to smell two different scents around you.

##### 6) Taste 1 Thing:

- If possible, taste something nearby. It could be a sip of water, a piece of fruit, or anything readily available.

##### 7) Reflect on the Experience:

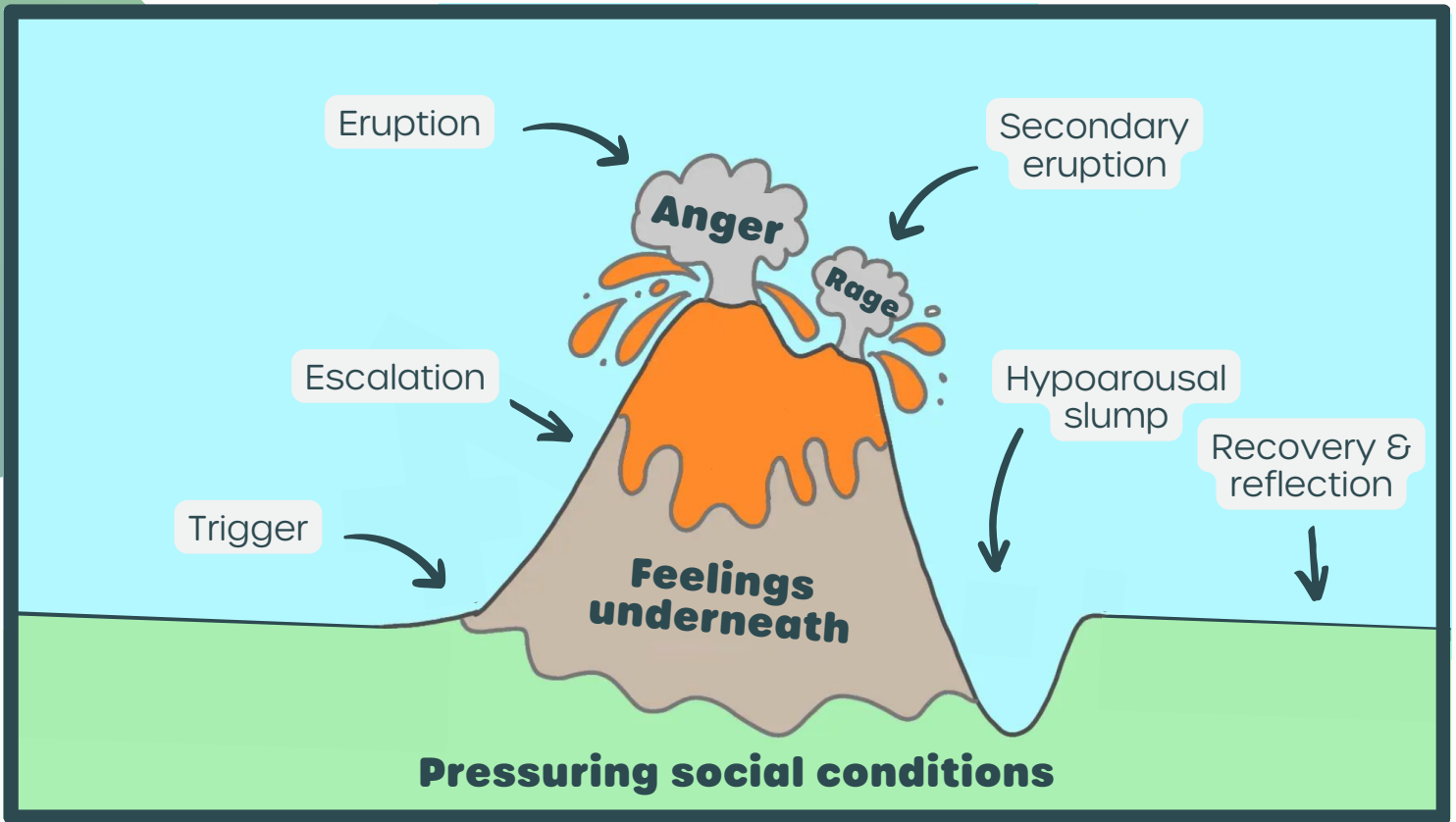
- Take a moment to reflect on the sensory experience.



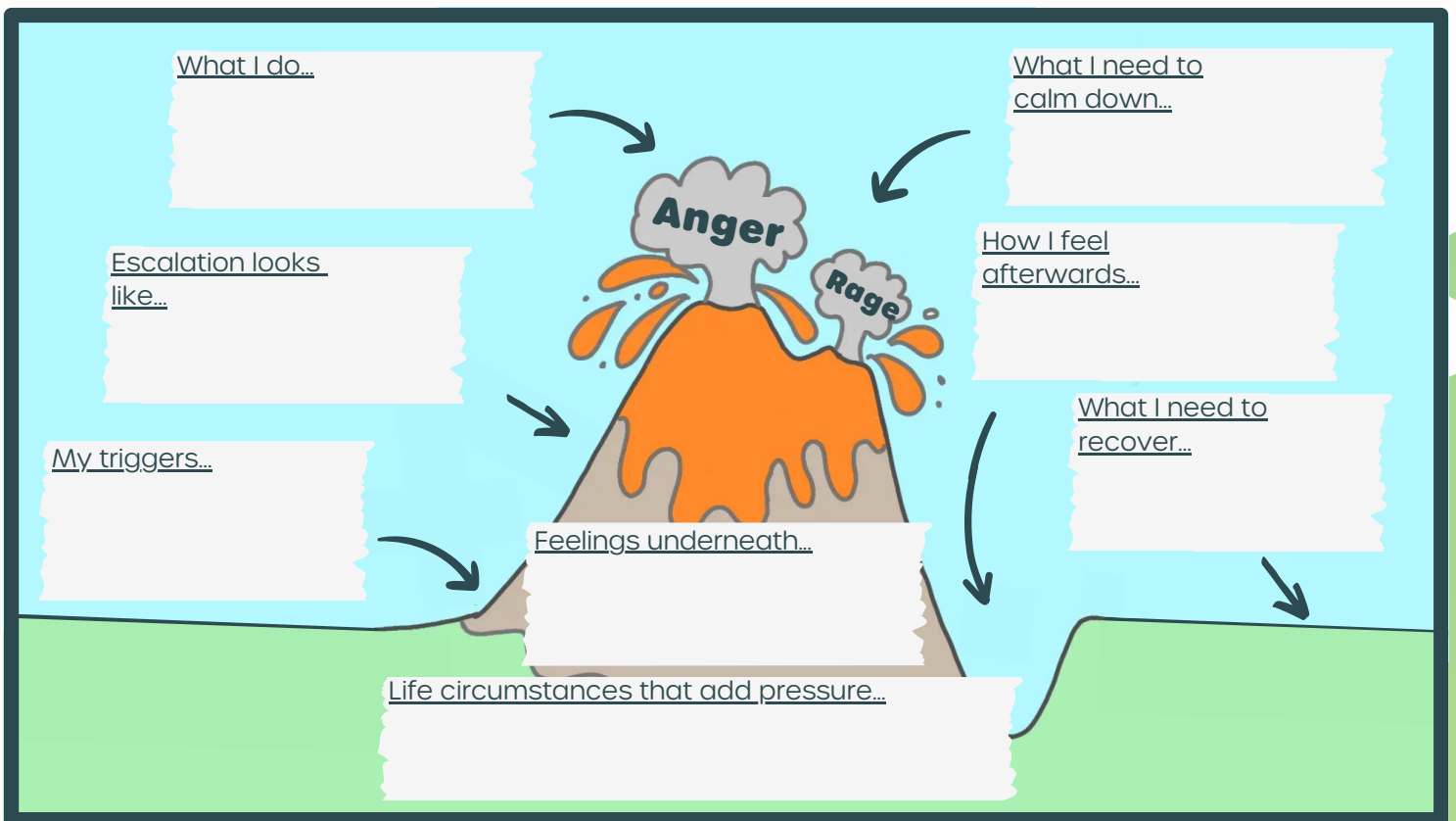
# Volcano Explosion Exercise

## 'Understanding Your Anger'

The process of anger and eruption.



Understand YOUR process.



# Burnout Exercise

## 'Ultimate Coping Playlist'

Let's get expressive and make a coping playlist! Write down a coping playlist for yourself by giving this challenge a try.

### Entertainment

A song that stays stuck in your head when you hear it

A song you know all the words to

Your favourite song from a movie

### Revival

A song that represents freedom

A song that you'd listen to fall asleep

A song that makes you feel pumped up

### Strong Sensation

A song that reminds you of a good memory

A song that reminds you of someone you care about

A song that reminds you of someone who cares about you

### Diversion

A song that makes you feel safe

A song you find inspirational

Your go to positivity song

### Discharge

A song that matches your vibe you get when you feel anxious or worried

A song that matches your vibe when you feel annoyed or angry

A song that matches your vibe when you feel sad or afraid



# Reframing Exercise

## 'Shifting Perspectives for Emotional Resilience'

### Objective:

The objective of this reframing exercise is to empower you to navigate and transform challenging work-related situations within the dental workplace.

By engaging in a thoughtful process of reflection and alternative perspective-taking, the goal is to enhance emotional resilience, foster a positive professional mindset, and strengthen interpersonal relationships within your dental team.

You will develop the skills to reframe negative experiences, cultivate empathy for your colleagues, and contribute to a more supportive and collaborative work environment in the realm of dental health care.

### Step 1: Identify the Upsetting Work Situation

Think about a recent work-related event within the dental setting that has left you feeling upset or hurt. It could be a conversation, a decision, or any interaction that has impacted you emotionally.

### Step 2: Explore Alternative Perspectives

Ask yourself the following questions:

#### **Is there another way to look at this work situation?**

Consider different angles and interpretations specific to the dental workplace. Are there aspects you might not have considered?

#### **What could be the positive intention behind their behaviour in the dental workplace?**

Consider different angles and interpretations specific to the dental workplace. Are there aspects you might not have considered?

#### **List three positive reasons they may have acted the way they did within the dental workplace.**

Challenge yourself to find positive motivations for their behaviour within the dental setting. This can help shift your focus from negativity to understanding.

1.

2.

3.



# Building Confidence Exercise

## 'Success Reflection and Visualisation'

### Objective:

To encourage you to reflect on your past successes and visualise future achievements.

Talk briefly about the importance of confidence in the workplace and how it can positively impact job performance and overall well-being.

Now, Take a few minutes to individually jot down three significant professional successes that you have experienced in the past. These successes can be related to patient care, teamwork, or personal achievements within the workplace.

Share some of these successes with the people around you.

### Write some of your professional successes below:

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# Stress Awareness Exercise

## 'Keeping a Stress Diary'

### Objective:

To heighten your awareness of workplace stressors and foster self-reflection, this exercise encourages you to maintain a brief daily 'Snapshot Stress Diary.' By recording the date, time, a concise description of stress-inducing situations, and your emotional responses, you will gain insights into your unique stress triggers. This exercise aims to empower you with a quick, practical tool for recognising and managing workplace stress.

Date/ Time	A brief description of the situation that caused stress	Emotional responses (e.g., frustration, anxiety, anger)	Physical sensations (e.g., tension, headaches)	Coping mechanisms used (if any)





**Thank you all for being an integral part of our mental wellbeing workshop for dental practices! Your engagement and enthusiasm have made this session truly impactful.**

As we conclude, let's carry forward the essence of mindfulness and self-care into our professional lives. The strategies shared today are not just tools; they are keys to unlocking a more resilient and balanced work environment.

For additional support, explore our free resources at:

**[mindfulness.psynergymentalhealth.com](https://mindfulness.psynergymentalhealth.com)**  
**[selfhelp.psynergymentalhealth.com](https://selfhelp.psynergymentalhealth.com)**

These platforms offer ongoing guidance on your journey to mental wellness.

Remember, your well-being matters. Should you need assistance in managing and maintaining workplace wellness, reach out to me (Rick) at:

**[ritesh@psynergymentalhealth.com](mailto:ritesh@psynergymentalhealth.com)**

We're here to support you on this journey.

Wishing you continued success and flourishing mental health in your dental practice.

