

# WORKSHOP

## TITLE: DISTRESS

### Stress Management & Well-Being



**NEVER DIE BEFORE YOUR TIME!**

BEST OF THE BEST



$E + R = \text{Outcome}$   
events response

- Will they cry/clap

\* I will not

- What have improved since you joined?

accept anything

- Nothing happens without Leadership

- Everything  $\uparrow$   $\downarrow$  with a leader.

less than <sup>the</sup> Best

# ACT

- Sign with ND Hand
- 100-3 Backwards
- Draw an Umbrella while thinking of Jollof rice
- Fingers + Match

UP-Double Double This/That

- Fruit salad/Have you seen/Identify 2 A & B



# Only Difference & Hope-Activeness!!



- Ali Baba 89 years (LWC)



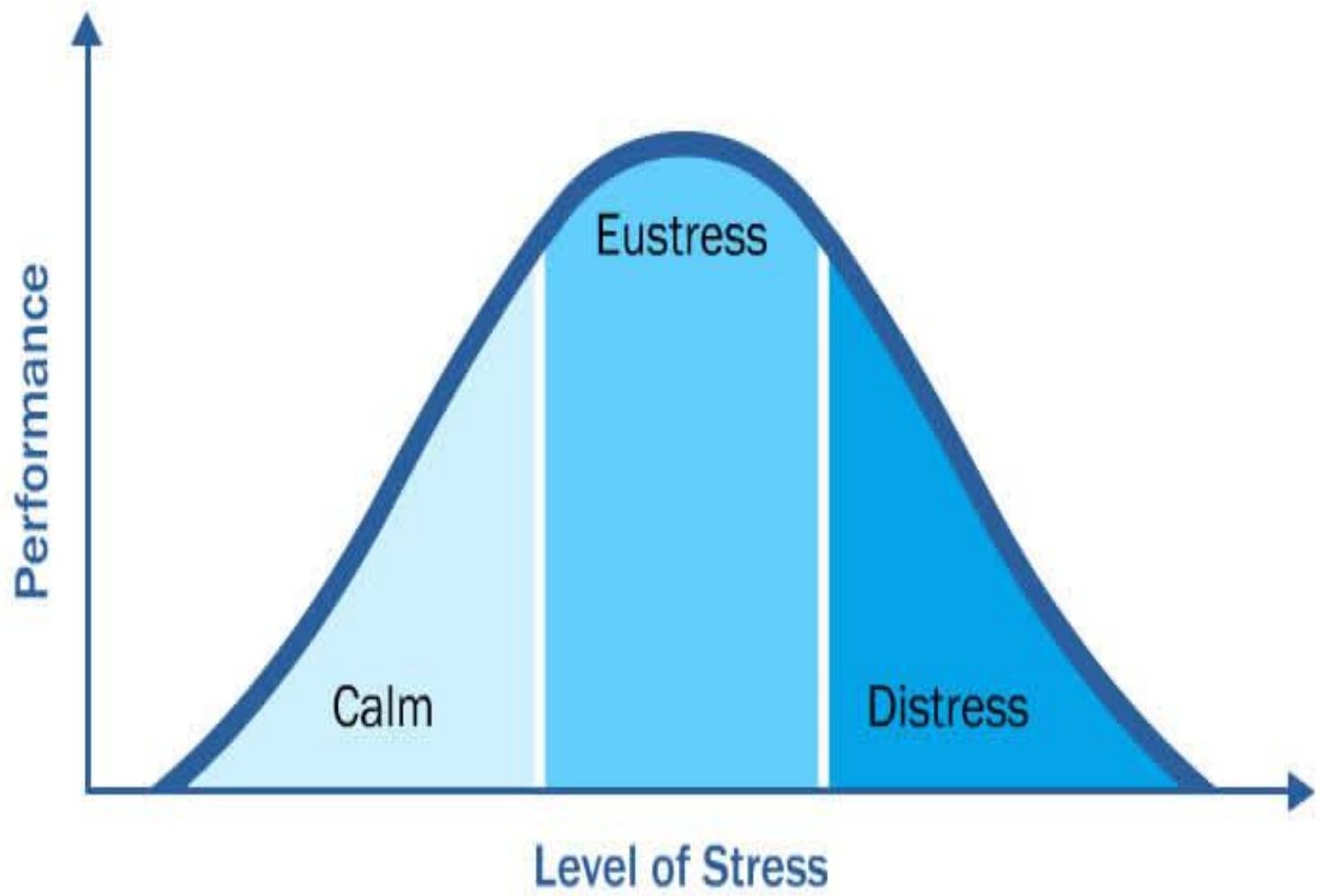
- Dada Boat 45 year (GTS)

- TODAY we are going to change that;

# What Is Stress?

Stress is your body's reaction to pressure from a certain situation or event. It can be a physical, mental, or emotional reaction.

*Not all stress is bad. It can make you more aware of things around you and keep you more focused. In some cases, stress can give you strength and help you get more done.*



## Key facts (say aloud):

- Globally, depression and anxiety cause an estimated **12 billion working days lost per year** — costing the world economy about **US\$1 trillion** in lost productivity.
  - [World Health Organization](#)
- Large surveys show **~44–77% of employees** report experiencing work-related stress in recent years (Gallup / APA studies). [Gallup.com+1](#)

## note:

*These numbers represent people — colleagues, family members, and ourselves. For an agency that relies on clear thinking and integrity, stress erodes judgment, increases error rates, and weakens morale.*

## Key facts:

- Studies of professional workers in Greater Accra and other Ghanaian settings report **high prevalence of occupational stress** among professionals and public-sector workers. Examples include recent surveys of auditors, healthcare professionals, and other regulated workers. [Frontiers+1](#)

### **note:**

*We must treat stress as a workplace risk in our context — not a private failing. It affects performance, attendance, and ethical decision-making.*

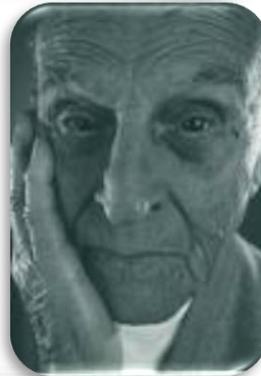


# How do you want to go!

6%-Accident



4% - Old Age



90%-Die before  
they should  
have!  
(Prematurely)



*"Work claims more victims around the globe than does war. An estimated 2.3 million workers die every year from occupational accidents and diseases," DG-ILO Ryder said.*

# WHAT STRESS DOES TO PEOPLE AND PERFORMANCE

- Reduced concentration and audit quality
- Higher absenteeism and presenteeism (physically present but unproductive)
- Poor decision-making and risk of ethical lapses
- Increased conflict, low morale and turnover

## **note:**

*Audit work demands precision and integrity.*

*When stress rises, so does the chance of missed control issues and mistakes.*

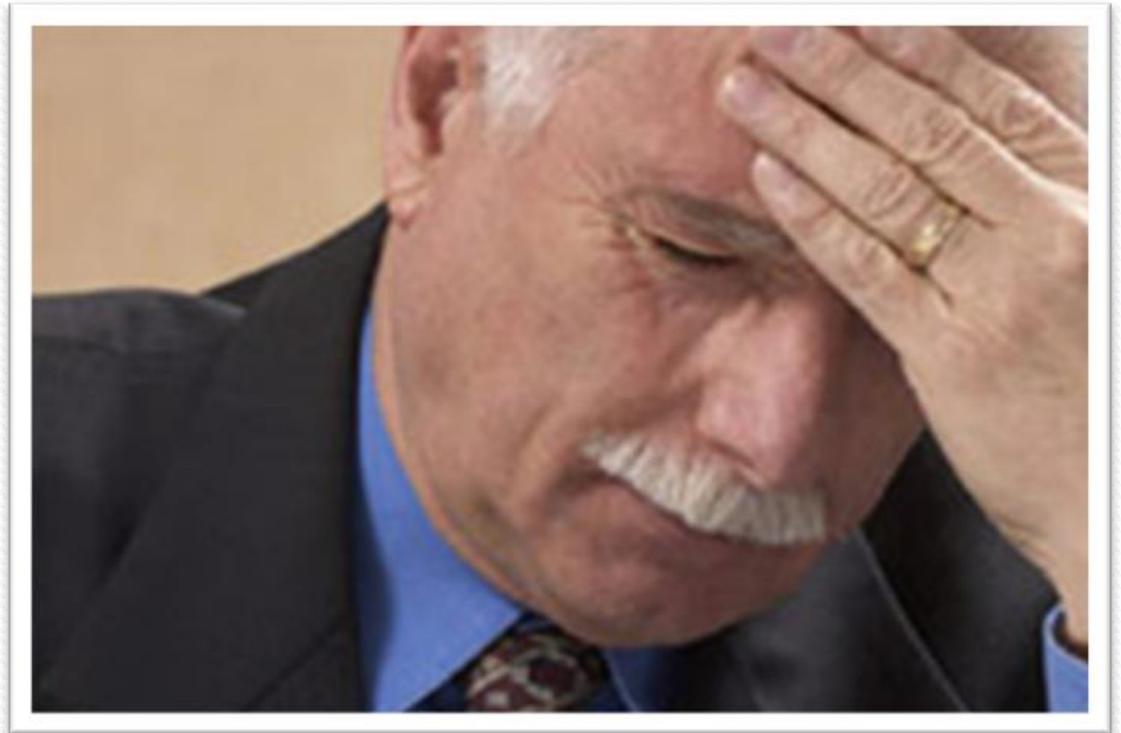
# What causes stress in the workplace?

***Individual thing?***

***List your top 3 Stressors....***

# Effects of stress

- Hypertension
- Stomach ulcer
- Obesity
- Alcoholism
- Infertility
- Marital discord



# ZONES OF STRESS

- Mostly:

- =Your home

- =Your Workplace

- =Your Classroom

- =On the Road

- = Restaurants/Shopping Malls/Play grounds

- =In Church or Mosque



# PHYSICAL

- Frequent headaches
- Loss of appetite
- Weight loss or weight gain
- Feeling dizzy
- Tiredness
- Restlessness
- Dry mouth
- Heart beating fast
- Leading cause of hypertension



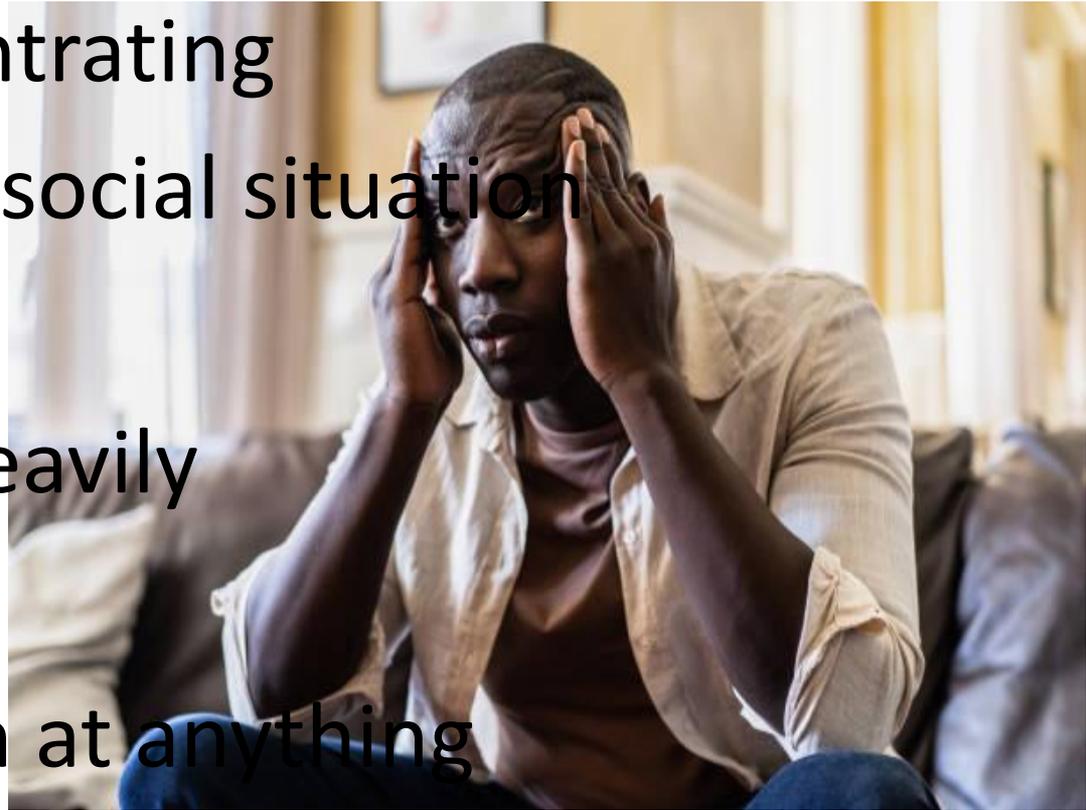
# EMOTIONAL

- Upset
- Fearful
- Irritable
- Aggressive or angry
- Tearful
- Isolation from people around you
- Lose interest in life
- hopelessness



# MENTAL AND BEHAVIORAL SIGNS

- Difficult in concentrating
- Withdrawal from social situation
- Forgetfulness
- Smoke or drink heavily
- Comfort eating
- Struggles to laugh at anything
- Can lead to depression and other mental disorders



# Causes of stress

We relate to our fellow human beings through communication:

- Verbal--what we say (words)
- Non-verbal--how we behave.
- Communication friction/ineffective communication is the cause of most stresses
- You can avoid stress by learning how to communicate and behave better both at home and at the workplace.

# Watch your words. They can eat you up

- Words are powerful
- Use them wisely
- What you say is important;
- How you say it, is even more important.
- In the courtroom, you are judged by what you say.
- Your words can put you in trouble, and
- Your words can also get you out of trouble.

# At Home

- Your spouse is the most significant source of stress in your house.
- Endeavour to build a good communicative relationship with your spouse.
- Discuss important issues with him/her including your vision for the family (where do you want the family to be in the next 5-10 years?).

# Managing stress at home

- Resolve not to say anything in anger, especially in response to your spouse.
- It may cost you sleepless nights.
- Support your spouse materially and emotionally, and
- Never take them for granted.
- Give your spouse the benefit of the doubt

If you are close enough to your spouse,

- The children will naturally find their level.

# At the Office

- Your boss may be the most significant source of stress at the workplace.
  - Learn to do your job well enough to be respected.
  - Engage your colleagues in meaningful communication
- 1. Focus on the reason for the discussion.**
  - 2. Communicate emotions in person.**
  - 3. Listen more than you talk.**
  - 4. Simplify your messages.**

# Avoid gossip (s)

- Don't get involved in any unholy discussion about any individual at the workplace; either your boss or your subordinates.
- It may come back to bite you.

# Be loyal

- Don't do anything to undermine the success of the company.
- Give your full support to the boss.
- He may not know as much about the business as you do.
- That is the reason why he/she is your boss.
- Respect the position the person occupies and it would be easier to respect the occupant of that position

- Work to make your boss more popular at the workplace.
- Refuse to do anything to undermine him/her.
- That means you should not challenge your boss in public/meeting place.
- Seek a private audience with your boss, if you have a different opinion about an issue he/she is passionate about



# Be professional

- Don't compromise on your professional values even if that will cost you a position or your job.
- The company may put out damaging information about you, but the truth will eventually come out that you stood for what is right and got fired or fired
- You will get bigger and better job offers

# Leave work issues at office

- Resolve not to take office / work issues home.
- Don't complain about your colleagues or your boss to your wife.
- Women are more emotionally courageous than men.
- They may come fighting for you and cause you more stress at the office.

**Threat & Fear**

**Uncertainty & Cognitive dissonance**

**Uncertainty**

# Serious health effects of job stress?

- Cardiovascular disease
- Musculoskeletal conditions
- Psychological disorders

**WORK SMARTER,  
NOT**

**HARDER:**

**8 Ways To Take Control Of Your Day**

## Head

Head back,  
chin tucked,  
Ears, shoulder,  
hips aligned.

## Neck

Use headphones.  
Do not cradle  
phone between  
head and  
shoulder!

## Elbows

At sides - slightly  
more than 90  
degree bend.

## Chair

Fully adjustable with  
lumbar support in  
small of the back.

## Eyes

Level with top  
1/3 of screen.  
18-24"



## Document Holder

Adjacent to and at  
same height as  
monitor.

## Keyboard

Same height as elbow  
with wrists slightly bent.  
Keystroke gently!

## Mouse

Adjacent to and  
at same height  
as keyboard.

## Chair Height

Hips slightly more than 90  
degrees, feet flat on the floor

Take 5 minutes break  
every Hour  
NO LAPTOP ON LAP

*Urgent*

*Not Urgent*

*Important*



Do the Task  
Now



Schedule a Time  
to Do the Task

*Not Important*



Delegate the  
Task



Delete the Task from  
Your To-Do List

❑ Organizations and peoples can never have perfect fits and that is why adjustments, tolerance and understanding are needed in order to be beneficial to your organization.

❑ With people, friction is inevitable; our temperaments influence our behavior and we need to adjust to each other.

As you interact with people remember the following;

- ✓ We are all individuals
- ✓ We all have strengths and weaknesses
- ✓ We view situations differently from each other
- ✓ We think differently
- ✓ We react differently
- ✓ We behave differently
- ✓ We have different goals and aspirations

## Ways to Make People Appreciate & Admire You

- Become genuinely interested in people and smile
- Remember people's names
- Be a good listener
- Encourage others to talk about themselves

No relationship can continue indefinitely let alone grow if it is not consciously worked on.

**We have to positively build relationships.**

- **Manage Your Feelings – 4 R's**

- Relax:** Notice physical signs of tension, fear, anger, frustration & try and stay calm
- Reflect:** Use listening skills to find out what is happening for the other person
- Respect:** Understand that people have a right to their feelings, avoid putting people down
- Respond:** Acknowledge what the other person said, then do or say what you need to.

# DESC formula for resolving conflicts

- ❑ D- Describe the situation or problem
- ❑ E- Express your feelings
- ❑ S- Specify the behaviour expected
- ❑ C- Consequences if they will not  
comply or negotiate

If you don't want something!

*CHANGE IT*

But if you cannot change it?

*CHANGE THE WAY YOU THINK ABOUT IT*

# UNDERSTANDING THE TRIPLE **A** APPROACH

*In this workshop, It is important to remember that you have a choice! You can choose to:*

- ALTER** the situation or your approach to it.
- AVOID** the situation.
- ACCEPT** the situation.

Avoid people who stress you out  
Take control of your environment  
Avoid hot-button topics  
Organizational skills

Assessment Questions  
Confidence or LSE  
ASSERTIVENESS  
LOCUS of Control  
Self Empowerment

- **Be more assertive.** Don't take a backseat in your own life.
- Deal with problems head on, doing your best to anticipate and prevent them.

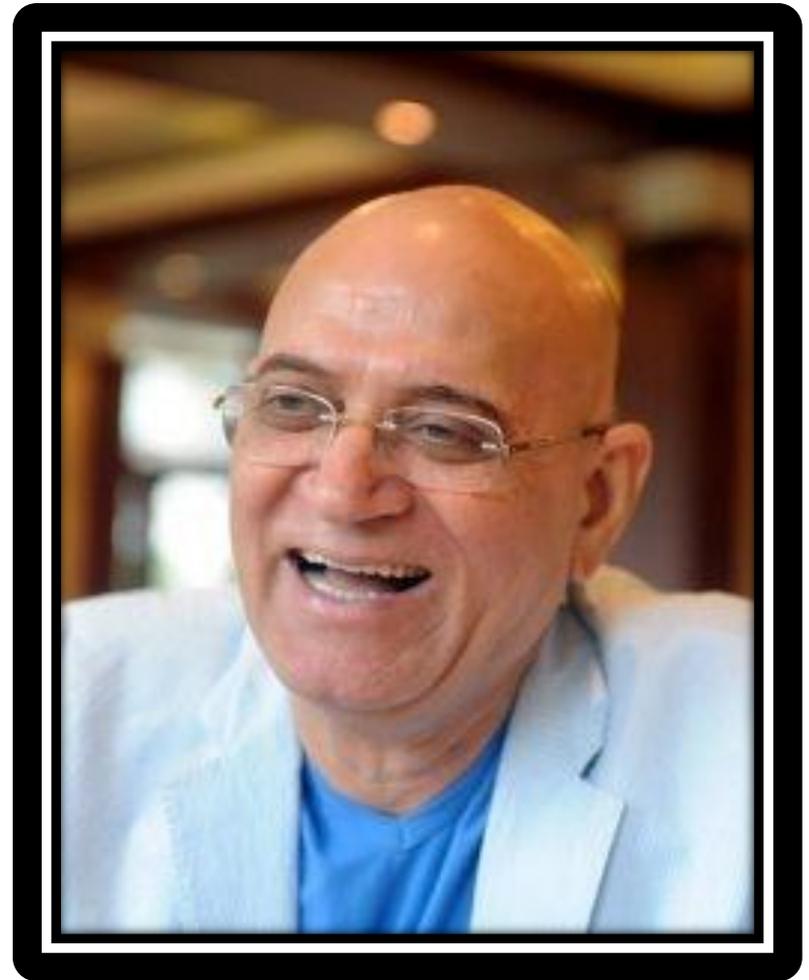
- “Positive” emotions can bring a feeling of satisfaction and well-being; “negative” ones tend to cause pain and anguish.



- In fact, there is evidence that harboring certain negative emotions will adversely affect **health and longevity**; in contrast, the promotion of a positive outlook can promote **health and longevity**.
- In other words, **the more positive your outlook and emotions, the better overall health you can enjoy.**



**Laughter therapy**  
was made popular as  
an exercise routine  
developed by Indian  
physician Madan  
Kataria, who writes  
about the practice in  
his book *Laugh For  
No Reason*



# ❑ WHAT SHOULD WE DO OR DON'T DO;

- ❑ **Stop worrying** - don't too petty and perfectionist,
- ❑ **Acknowledge** other people's effort & Stop taking all the credit and passing blame Be intentionally positive- mindset of + Luka story at hospital
- ❑ **Get** a secondary Dr
- ❑ **Stop** Self Medication(SM) - counter for every headache- first aid Yes
- ❑ **Be worn** of everything you hear or see on social media
- ❑ **Stop** taking the concoction for it will destroy your internal organs
- ❑ **Stop** eating at 6 or 7
- ❑ **Live** the present not the future
- ❑ **Be content** and Stop comparing
- ❑ **Your human nature** is wired to be selfish - greedy, acquisition of property
- ❑ **Stop** building huge houses - what for?
- ❑ **Stop** being so materialist & sentimental to things
- ❑ **Don't** over indulge your children ok! –
- ❑ **Do** fast once in a while- twice a month is not bad

## ❑ WHAT SHOULD WE DO OR DON'T DO;

❑ Don't be thirsty before you drink

❑ Never over eat at your age

❑ Don't take your bath immediately after eating

❑ Stop taking sugar and fizzy drinks Introduce fruits

–

❑ Be mindful-Principle is in MODERATION!

❑ Cut down drinking & stop smoking - remember all  
die be no die

❑ Be a good parent! Cute your coat!

# GET BASIC HEALTH TEST KITS IN YOUR HOUSE

*Having basic health test kits at home can be helpful for monitoring your health and detecting potential issues early.*

Here are some essential ones:-

- Blood Pressure Monitor: *To track your blood pressure and detect hypertension.*
- Blood Glucose Meter: *To monitor blood sugar levels, especially if you have diabetes or are at risk.*
- Thermometer: *To check body temperature and detect fever or infection.*
- Pulse Oximeter: *To measure oxygen saturation levels in your blood.*
- First Aid Kit: *While not a test kit, it's essential for treating minor injuries.*
- Pregnancy Test Kit: *For women, to detect pregnancy early.*
- Strips for Urine Testing: *To check for urinary tract infections, ketones, or protein levels.*



**Consult your health care provider- calibration issues / don't abuse!**

**After 45/50 years, it's essential to prioritize your health with regular check-ups.**

**Here are some must-do health checks for both males and females:**

- 1. Blood Pressure Check:** Regularly monitor blood pressure to detect hypertension.
- 2. Lipid Profile:** Check cholesterol levels to assess cardiovascular risk.
- 3. Blood Sugar Test:** Screen for diabetes or prediabetes.
- 4. Complete Blood Count (CBC):** Evaluate overall health and detect anemia
- 5. Liver Function Tests:** Assess liver health and detect potential issues.
- 6. Kidney Function Tests:** Monitor kidney health and detect potential issues.
- 7. Thyroid Function Tests:** Check thyroid hormone levels to detect hypothyroidism or hyperthyroidism.
- 8. Cancer Screenings:** Discuss your risk factors with your doctor and schedule screenings for cancers such as colon, breast (for women), prostate (for men), and others.

- **For Females:**

1. **Mammogram:** Recommended every 1-2 years for women over 40-50, depending on risk factors.
2. **Pap Smear:** Regular screening for cervical cancer.
3. **Bone Density Test:** Assess risk of osteoporosis and fractures.
4. **Gynecological Check-ups:** Regular check-ups for reproductive health.

- **For Males:**

1. **Prostate-Specific Antigen (PSA) Test:** Discuss with your doctor to determine the best approach for prostate cancer screening.
2. **Digital Rectal Exam (DRE):** Annual screening for prostate health.
3. **Testosterone Level Check:** Evaluate testosterone levels to detect potential hormonal imbalances.

# Additional Recommendations:

1. **Vision and Hearing Tests:** Regular check-ups to detect age-related issues.
2. **Cognitive Function Tests:** Assess cognitive health and detect potential issues.
3. **Immunizations:** Stay up-to-date on recommended vaccinations, such as flu and pneumonia shots

Remember to consult your doctor to determine the best health check schedule for your individual needs and risk factors.

# Here are some basic exercises and tips to boost activity at work and reduce stress

## Desk Exercises:

1. **Chair Squats:** Stand up and sit down without using hands.
2. **Desk Push-Ups:** Place hands on desk and do push-ups.
3. **Leg Raises:** Lift legs under desk.
4. **Wrist Extensions:** Hold arms straight out and lift hands up.
5. **Seated Marching:** March in place while seated.

## Active Breaks:

1. **Take a short walk:** Outside or around office.
2. **Stretching:** Neck, shoulders, back, and legs.
3. **Jumping Jacks:** Quick energy booster.

## Productive Body Movement:

1. **Take the stairs:** Instead of elevator.
2. Walk to a colleague's desk: Instead of emailing or calling.
3. **Stand up while working:** Use standing desk or stand-up converter.-Danger of 4 Hrs seating-Half!
4. **Do a few jumping jacks:** During commercial breaks while watching videos.

# TIPS TO REDUCE STRESS:

1. **Take regular breaks:** Every hour, stand up and move.
2. **Prioritize tasks:** Break down large tasks into smaller ones.
3. **Stay hydrated:** Drink plenty of water throughout the day.
4. **Practice deep breathing:** Reduce stress and increase focus.
5. **Stretch or move:** During meetings or phone calls.

## ADDITIONAL TIPS:

1. **Schedule exercise:** Treat it as a non-negotiable part of your day.
2. **Find an exercise buddy:** Boosts motivation&accountability.
3. **Make it fun:** Choose activities you enjoy.

Remember, even small amounts of physical activity can make a big difference in reducing stress and boosting productivity!

# N-E-W-S-T-A-R-T

*Credit to the SDA's*

is an acronym that stands for eight lifestyle principles:

- **N: Nutrition-**
- **E: Exercise-**
- **W: Water-**
- **S: Sunshine-**
- **T: Temperance-**
- **A: Air-**
- **R: Rest-**
- **T: Trust in God**



*smokers/USA boys death wish/recovery beds on the window side, old people into sun-*





attitude- why give  
them flowers



# “The Unwritten Letter: Gratitude That Honors God and People”

- *If I have seen further than others, it is by standing on the shoulders of giants,”  
by Isaac Newton.*

Text: 2 Samuel 9:1-7

- Key Focus: **Gratitude is not only a feeling** — it is a covenant response to God and to people who have been instruments of grace in our journey.
- **Practice intentional gratitude** and express appreciation to God and others — especially those we have never thanked but should have
- **Many blessings** in our lives came through people whose sacrifices, kindness, and prayers we never fully acknowledged.
- **Gratitude isn't just a feeling** — it's a spiritual discipline and a kingdom principle.
- **Today**, God is calling us to write the letter we never wrote — to express the thanks we have carried silently.

**\*There are people who live in our hearts... but have never heard our appreciation with their ears.\***

*-Many people have blessed us, but we never told them.*

*-Gratitude unexpressed is gratitude incomplete.*

**“Who in your life deserves a thank-you that they have never received?”**

---

Tell story of people crying at funerals delivering words the deceased will never hear.

Moral:

Don't give flowers when they can't smell them. Give them now.

## Appeal

*"Who will you thank today?"*

*Who needs to hear your gratitude?*

*Start today — don't wait until the seat is empty."*

This is not just courtesy — it is **ministry**.

## Call to ACTION

Encourage the congregation:

-  Send a message.
-  Make the call.
-  Write the letter.
-  Say "thank you" while the person can still hear it.



# Get results with a SMILE



# Sergey Bubka- How A Legend Redefined Competitive Narrative



- An Ukrainian but he represented the Soviet Union until its dissolution in 1991.
- Bubka was twice named Athlete of the Year by *Track & Field News* and in 2012 was one of 24 athletes inducted as inaugural members of the International Association of Athletics Federations Hall of Fame.

## Why Was He So Special?

- Bubka won six consecutive IAAF World Championships, an Olympic gold medal and broke the world record for men's pole vault 35 times. Sergey has also beaten his own record 14 times. (17 outdoor and 18 indoor records).
- He was the first pole vaulter to clear 6.0 metres and 6.10 metres
- He held the indoor world record of 6.15 meters, set on 21 February 1993 in Donetsk, Ukraine for almost 21 years until France's Renaud Lavillenie cleared 6.16 metres on 15 February 2014 at the same meet in the same arena.





QUESTIONS TIME?





Contact US  
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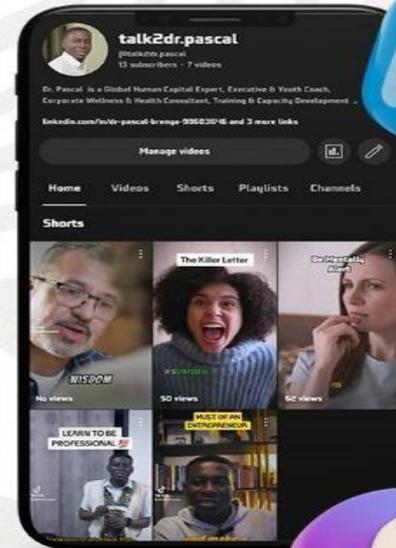
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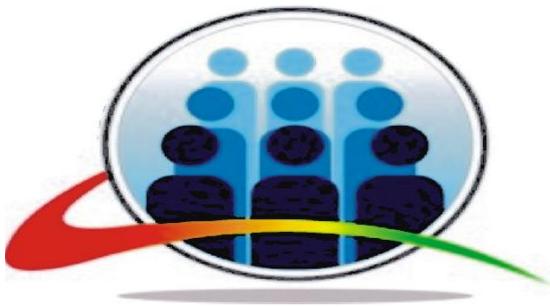


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# Personal action plan

*Objective: To write an action plan*

“**Knowing** is not enough.

You must **apply**.

**Willing** is not enough.

You **must do**.”

Write down:

one thing you will **change** after this course

one thing you will **keep doing** after attending this course

one thing you will **stop doing** after attending this course

one thing you will **commend yourself** for after attending  
this course

# Story: WHOSE JOB IS IT?

➤ *There is a story about four (4) people named:*

**EVERYBODY;** **SOMEBODY;**  
**ANYBODY;** and **NOBODY;**

○ There was an important job to be done and Everybody was asked to do it;

○ Everybody was sure that Somebody would do it;

○ **Anybody** could have done it, but **Nobody** did it;

○ **Somebody** got angry about that, because it was **Everybody's** job;

○ **Everybody** thought **Anybody** could do it, but **Nobody** realized that **Everybody** wouldn't do it; and

○ It ended up that **Everybody** blamed **Somebody** when **Nobody** did what **Anybody** could have done.