



Training Solutions, Delivered!

WORRY MANAGEMENT

**Leader's Guide, Fact Sheet
& Quiz**

Item Number: 5241

© TWL Media Group

This easy-to-use Leader's Guide is provided to assist in conducting a successful presentation.

PREPARING FOR THE MEETING

Here are a few suggestions for using this program:

- a) Review the contents of the Fact Sheet that immediately follows this page to familiarize yourself with the program topic and the training points discussed in the program. The Fact Sheet also includes a list of Program Objectives that details the information that participants should learn from watching the program.
- b) If required by your organization, make an attendance record to be signed by each participant to document the training to be conducted.
- c) Prepare the area and equipment to be used for the training. Make sure the watching environment is comfortable and free from outside distractions. Also, ensure that participants can see and hear the TV screen or computer monitor without obstructions.
- d) Make copies of the Review Quiz included at the end of this Leader's Guide to be completed by participants at the conclusion of the presentation. Be aware that the page containing the answers to the quiz comes before the quiz itself, which is on the final page.

CONDUCTING THE PRESENTATION

- a) Begin the meeting by welcoming the participants. Introduce yourself and give each person an opportunity to become acquainted if there are new people joining the training session.
- b) Introduce the program by its title and explain to participants what they are expected to learn as stated in the Program Objectives of the Fact Sheet.
- c) Play the program without interruption. Upon completion, lead discussions about your organization's specific policies regarding the subject matter. Make sure to note any unique hazards associated with the program's topic that participants may encounter while performing their job duties at your facility.
- d) Hand out copies of the review quiz to all of the participants and make sure each one completes it before concluding the training session.

5241 WORRY MANAGEMENT FACT SHEET

LENGTH: 7 MINUTES

PROGRAM SYNOPSIS:

Everyone has opinions and what's true is the opinions are theirs. What people think of you is really none of your business, so why get involved in unsolvable situations? You are who you are. You know your strengths and you know what weaknesses you need improving. The opinions of others should never affect your self-esteem, your decisions or goals. This program discusses how to handle what others think of us and the process of removing worrying from our lives.

PROGRAM OBJECTIVES:

After watching the program, the viewer will be able to explain the following:

- Why we should never let the opinions of others worry us;
- Why people worry in the first place;
- How to control worrying;
- Which things in our lives we can control.

PROGRAM OUTLINE:

NEVER LET OPINIONS OF OTHERS WORRY YOU

- Everyone has opinions and what's true is the opinions are theirs. What people think of you is really none of your business, so why get involved in unsolvable situations?
- You are who you are. You know your strengths and you know what weaknesses you need improving. The opinions of others should never affect your self-esteem, your decisions or goals.
- Be confident in your actions. Be aware of your emotions. Focus and choose wisely. Plus, people are generally too busy thinking about themselves to worry about you.
- In the words of Shadonna Richards, if you can think about worries, you can think about happiness. If you can think about problems, you can think about solutions.
- In the words of Robert Frost, the reason why worry kills more people than work is that more people worry than work.
- How not to care about what people think? The answer is in the question: Are you going to allow others to make your life less enjoyable?

WHY PEOPLE WORRY

- Most people have the ability to eliminate worrying in their life. The process is not based on intelligence. It is based on understanding.
- Children from divorced homes are 70 percent more likely to have an anxiety disorder, such as exaggerated worry and tension.
- Overprotective parents tend to raise children that overly worry. We all wish for parents to keep their children safe and care for their needs; unfortunately, some parents seem very distant or inconsistent and may help develop a mindset in the child that the world is not a safe place.
- As worrying is the problem and not the solution, those that worry are more likely to have irritable bowel syndrome, nausea and fatigue. All of this is fueled by beliefs and a craving for control.
- In short, many children are anxious because of their parents' behavior, but blaming will not cure the problem, getting better will.

HOW TO CONTROL WORRYING

- So, if you're a so-called worrywart, remember that warts can be removed.
- Avoid jumping to conclusions. Avoid dwelling on "what ifs" and worst-case scenarios. Get to the root of the problem, process it and move on.
- Remind yourself that you can handle anything in the moment. Accept and embrace uncertainty.

THINGS THAT YOU CAN CONTROL

- What are things you control?
 - You control the type of food you eat.
 - You control if you smell good or bad.
 - You control how much exercise you get.
 - You control if you swear, smoke, drink or take drugs.
 - You control if you are nice to yourself and others.
 - You control if you are honest with yourself and others.
 - You control if you judge people.
 - You control how you interpret situations.
 - You control whether you listen and wait to talk.
 - You control how much you share with people.
 - You control how you explain your thoughts.
 - You control how often you think about your past.
 - You control how many negative articles you read.
 - You control deep breaths when experiencing stress.
 - You control how often you notice acts of kindness.
 - You control how well you prepare.
 - You control how much effort you exert at work.
 - You control how creative you are in your thinking.
 - You control how many risks you take.
 - You control how you gather facts before making a decision.
 - You control whether or not you choose to compete.
 - You control when to ask for help.
 - You control how quickly you try again after you fall.

WORRY MANAGEMENT

ANSWERS TO THE REVIEW QUIZ

1. a

2. c

3. c

4. d

5. b

6. b

WORRY MANAGEMENT
REVIEW QUIZ

Name _____ Date _____

The following questions are provided to determine how well you understand the information presented in this program.

1. You should never allow the opinions of others to affect your self-esteem, your decisions or goals.
 - a. True
 - b. False

2. In the words of _____, the reason why worry kills more people than work is that more people worry than work.
 - a. Shadonna Richards
 - b. Maya Angelou
 - c. Robert Frost

3. Children from divorced homes are _____ more likely to have an anxiety disorder.
 - a. 50 percent
 - b. 60 percent
 - c. 70 percent

4. To help control worrying, you should avoid _____.
 - a. Jumping to conclusions
 - b. What ifs
 - c. Worst-case scenarios
 - d. All of the above

5. Which of the following is something you cannot control?
 - a. If you judge people
 - b. How others think about you
 - c. If you are honest with yourself and others
 - d. How many risks you take

6. You cannot control how quickly you try again after you fall.
 - a. True
 - b. False