

HEALTHY WORK AND BALANCE

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Today, most people spend a significant portion of their time in the workplace, which is why it is important to discuss ways to build a healthy relationship with work.

Before considering what healthy work looks like, it is important to reflect on our own mental balance.



WHAT IS MENTAL BALANCE?

Mental balance is the ability to recognize how emotions influence our actions and, based on this awareness, develop self-control to respond in a more centered, rational, and balanced way, even during critical situations such as crises.
To achieve this balance, it is essential to invest in emotional intelligence and emotion management techniques, enabling us to cope with challenges more effectively without losing focus.

How do we know when we are struggling to maintain balance?

- Small things cause us a lot of stress.
- We lose control easily (in other words, we have emotional outbursts).
- We have difficulty focusing on the solution rather than the problem.
- We constantly feel overwhelmed.
- We swing from one emotional extreme to another, without balance.
- Our sleep and well-being are affected.
- We complain a lot without thinking about possible ways to improve the situation.

Remember: working on mental balance does not mean being happy all the time. After all, we all experience moments of worry, sadness, and distress.

The key is not to pretend that these moments do not exist, but rather to manage them effectively.

What is the foundation of mental balance?

The main pillar for achieving mental balance is knowing ourselves. In other words, self-awareness is the foundation of everything.

Without understanding our own emotions, triggers, and behavioral patterns, it becomes difficult to control how we react to everyday situations.

And how can I discover this?

Observe your reactions:

- What are you like when you are irritated? What happened beforehand?
- How does your body react when faced with an unpleasant situation?
- How do you feel when something good happens?

Keep track of your thoughts:

- Keep a mood journal, either digital or physical, to track how you feel in different situations over time.

Ask yourself questions:

- What do you like?
- What do you dislike?
- What truly motivates you?
- What makes you lose control?

Ask for feedback and be open to receiving it:

- What are your most noticeable characteristics?
- When do people notice that your emotions fluctuate?
- What do they think could help you improve?
- What behaviors do they think might get in your way?

You do not need to have all the answers. If you still do not know how to answer these questions, the important thing is to start reflecting!

And what actions can I take to achieve greater mental balance?
(whether during moments of crisis or as part of your daily routine.)

Breathing Techniques:

- There are several breathing techniques that can help us calm down. The well-known practice of counting to ten is one of the simplest and most effective.

Example technique: Box Breathing
(For concentration and mental clarity.)

- Inhale through your nose for a count of 4.
- Hold your breath for 4 seconds.
- Exhale slowly through your mouth for a count of 4.
- Hold your breath out for 4 seconds.
- Repeat the cycle a few times.

When to use it? Before important meetings, during stressful moments, or to improve concentration.

Mindfulness or Meditation::

Try listening to relaxing music or doing a guided meditation. Find out what works best for you.

Scientific evidence shows that taking a few minutes for this type of practice can help us feel calmer and be more productive.

Example technique: The 5-4-3-2-1 technique can also help you focus on the present moment. Simply identify five things you can see, four things you can touch, three things you can hear, two things you can smell, and one thing you can taste.

Physical Activity:

Physical activity releases endorphins and contributes to relaxation and stress management.

Choose an activity that works for you. Even if you only do a little each day or a few times a week, you will notice the difference.

Hobbies and Relaxing Activities:

Spending time doing activities we enjoy helps us relax and "forget" about the outside world for a while. This is why self-awareness is so important: everyone finds enjoyment in different activities. It could be reading, playing a game, or something else entirely. Find what works for you and make time for it in your schedule.

Relationships and Social Connection:

Maintaining healthy connections gives us trusted people we can rely on when things are not going so well. Human beings are social by nature, so it is important to spend time with people who make you feel good.

Quality Sleep:

Rest is essential for us to return to our activities with more energy. Scientific evidence shows that sleep deprivation can negatively affect our health and mood.

Small daily actions can help you manage your mood and make your journey toward emotional balance easier. Choose one of these actions to incorporate into your daily routine.

This will help prepare you for the next topic: **healthy work**.
A healthy workplace is one that promotes physical and mental well-being in a safe, welcoming environment where people feel valued. It involves:

- A positive organizational culture.
- Work-life balance.
- Clear expectations and open communication.
- Opportunities for learning and development.

A healthy relationship with work encourages us to rethink some common beliefs:

The "work until you drop" myth: Breaks are necessary. We often believe that working excessively will lead to better results, but it can actually affect productivity. Fatigue can impair decision-making and focus, as well as contribute to health problems.

Balance ≠ Low productivity: Healthy work does not mean being unproductive or working less; it means working better.

Planning and Energy Management: Understanding that balance is essential helps us work smarter. Instead of overloading our day with too many tasks, we can focus on what truly matters, using communication to understand expectations and define steps that align with planning needs.

How can I incorporate practices that help me build a healthier relationship with work into my daily routine?

Set your boundaries without guilt: Learn to say "no" or ask for help to avoid becoming overwhelmed. Create strategies to disconnect from work after working hours.

Schedule organization and planning techniques

Time Blocking: Set aside blocks of time for specific tasks, respecting periods of high and low energy while also considering deadlines and deliverables. This helps prevent overload and ensures that you have dedicated periods for focused work.

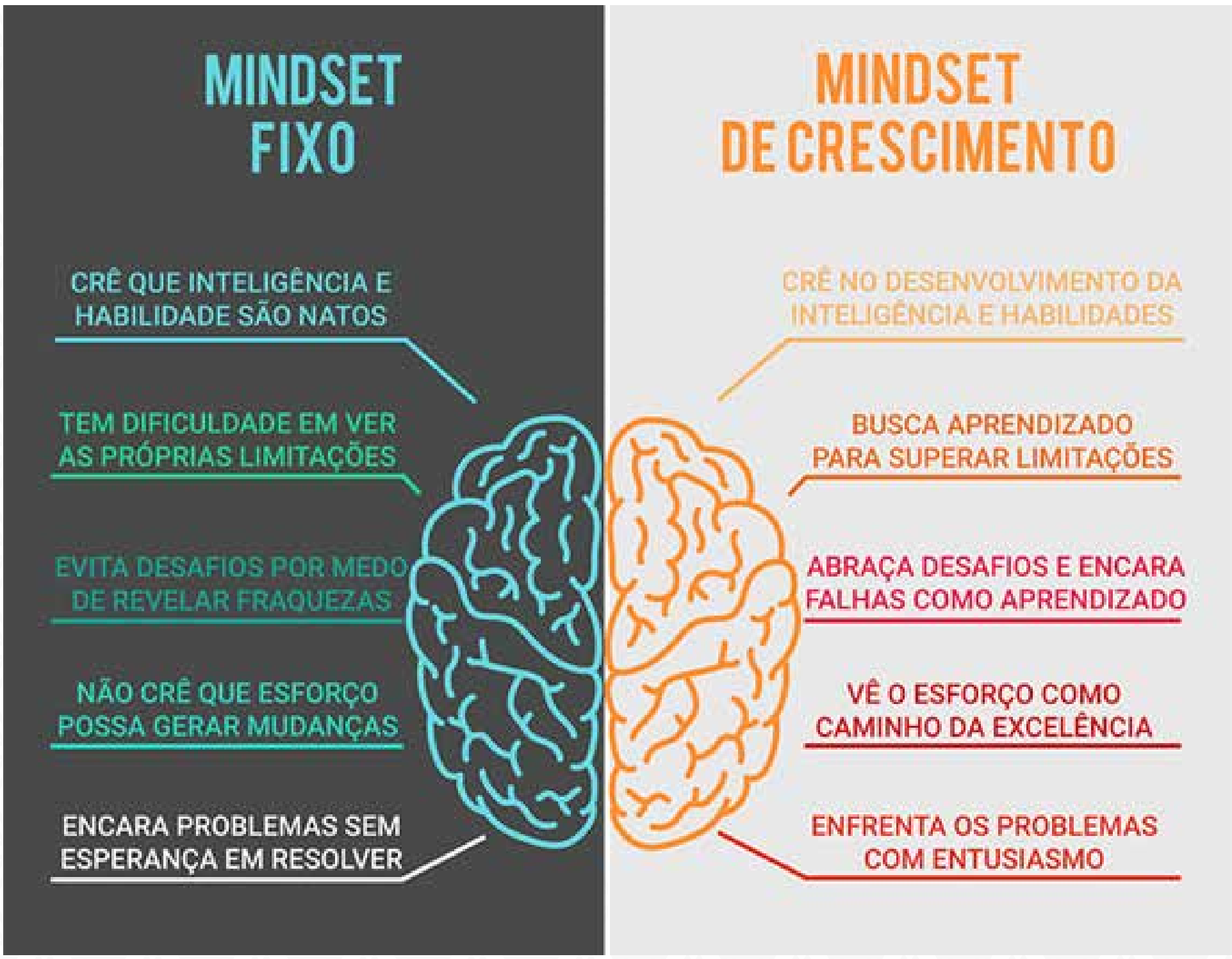
Pomodoro Technique: Divide your work into 25-minute intervals, followed by 5-minute breaks. This method promotes focus and quick recovery, improving efficiency and helping prevent fatigue.

Develop maturity in your relationships:

Reacting with anger or behaving immaturely creates a negative atmosphere and can negatively affect workflows and processes.
Avoid taking work-related issues personally. Instead, seek to learn from what happened and maintain a professional approach in your relationships.

Growth Mindset:

Having a growth mindset means adopting a way of thinking based on the belief that we have the potential to continuously learn and develop. This perspective is essential for maintaining a healthy work environment because it allows us to see challenges as opportunities for learning rather than as obstacles.
The opposite of a growth mindset—a fixed mindset—often makes it more difficult to view challenges from a positive perspective.



Source: Mindset – A nova psicologia do sucesso (book by Carol Dweck)

WHAT ELSE CAN I DO TO IMPROVE MY MENTAL BALANCE AND MAINTAIN A HEALTHY RELATIONSHIP WITH WORK?



Apps:
Breathe – Breathing exercises
LongJong – Meditation
Cingulo - Meditation
Daylo – Mood journal
Cogni – Mood journal
Flowing: Meditation and breathing



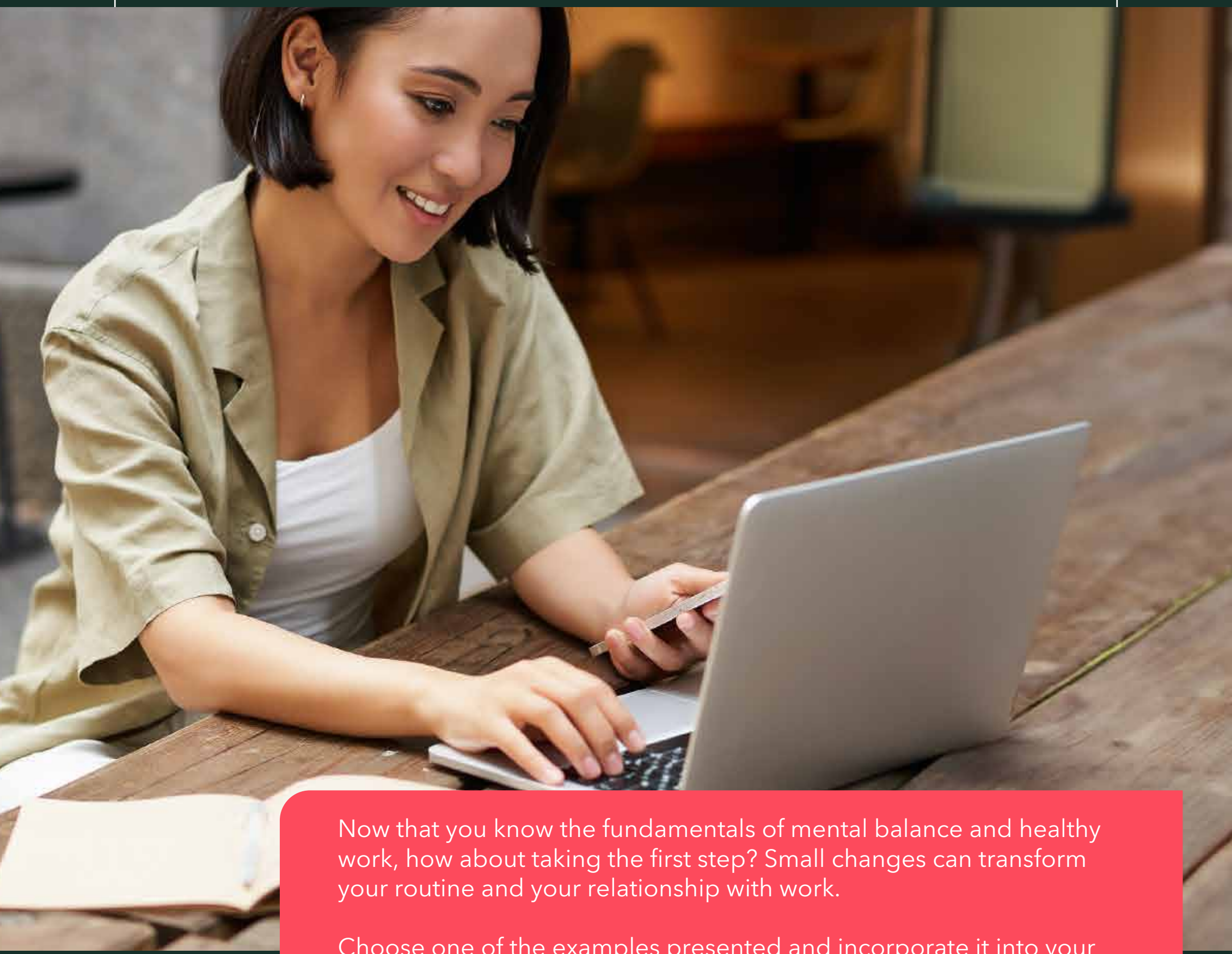
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Supere – Eduardo Carmello
Mindset: A nova psicologia do sucesso (Book Carol Dweck)



Now that you know the fundamentals of mental balance and healthy work, how about taking the first step? Small changes can transform your routine and your relationship with work.

Choose one of the examples presented and incorporate it into your routine. Start small, but start!

More important than intensity is the consistency of the actions we take toward our own development.
Don’t wait for others to change. Focus on your own growth, and as you begin to notice positive changes, share your experience with those around you.

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