



# Improving Your Emotional Health

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*People often overlook the importance of taking care of themselves. They are sometimes so busy living their lives, conducting business or taking care of other people that they have little time or energy left to care for themselves and their own needs. This tendency not to engage in self-care can lead to a person feeling exhausted, depleted, overwhelmed and like they're "running on fumes". Their emotional tank can be empty. It's vital to be able to take care of yourself because, if you don't, it will be much more difficult to take care of others, do all the tasks you normally do or enjoy your life.*

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1. For your physical, mental and emotional well-being, take the time to relax, spend time doing things that you enjoy and interact with people you like, eat well and get some exercise.
  2. Whenever you can, try to reframe negative aspects of circumstances in your life into more positive ones or into scenarios in which you can have an impact on the outcome of the situation. In other words, reframe a situation into a winnable scenario for you or at least into something that is more manageable.
  3. Keep the past in the past by acknowledging that you cannot do anything about something that's already happened. If nothing can be changed about previous events, then nothing can be gained by focusing on them. You can only be effective about things you can actually work on, and those things are in the present.
  4. Focus on your own agenda. Some people might not understand or agree with your pursuits. That is their issue but not your problem. Focus more on what is important to you and pursue that course, not the understanding or approval of others.
  5. Engage in positive and realistic self-talk. What you say to and about yourself is far more impactful and meaningful than what others say to and about you. Make sure that the self-talk you engage in is something that builds you up and reinforces you, not something that tears you down or fills you with self-doubt.
  6. Sometimes you just have to put some distance between you and negative people or situations. Negativity can be as infectious as the common cold. Inoculate yourself against negativity by staying away from those people and situations that are not productive, constructive or that are toxic. These people and situations are productivity "black holes" and can drain your energy and focus.
  7. Practice good time management/self-management strategies in order to keep your stress level down and your productivity level up.