



10 Tips For Getting Through The Work Day:

A Guide For
Highly Sensitive
People

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Life can seem so pleasant, simple and beautiful. *Ring Ring Ring* an alarm goes off and the comfortability is shattered. You think to yourself, “how could I even leave this warm and cozy bed?” And then you remember. “I have to go to work. ‘Have to?’ I don’t have to do anything!” But how can one just not go to work? “I made a commitment. People depend on me.”

These are just some of the thoughts your mind cycles through. Then you feel bad for thinking them because you know they are negative thoughts. You ask questions like “Why do I have to feel so bad about going to work? Is this normal? I don’t want this to be me!”

These are some of the thoughts that went through my head every morning before work. And it was awful. It felt impossible to go through the day. As a highly sensitive person, it

was painful, absolutely painful!

Things became so miserable for me that I decided, “enough was enough.” It was time to make a change. I realized my life was my choice. I did a vast number of searches through all types of media outlets. I watched videos, listened to podcasts and changed my daily routines. This took me some time to master and accept for myself. But I am sure that what I’ve learned can and will be beneficial to you and anyone reading this book. So here’s your opportunity to learn and build yourself.

Put these tips into practice for the next 21 days and see how much lighter you feel, how you handle difficult situations better, even if it’s just getting up for work. Share your challenge with a friend and ask if they notice a change.

Here are my 10 tips for getting through the workday:

1. Find out if you are in default mode
2. Recognize the negative thoughts cycle
3. Choose positivity
4. Cultivate an inner peace
5. Acknowledge: Bad feelings do not last
6. Know your triggers
7. Remember your purpose
8. Plan your day
9. Occupy your mind
10. Always take it one day at time

Are You in Default Mode?

One of the first things I'd like to tell you all is to **watch** out for default mode.

What is default mode?

Default mode is a state in which you go through the day without consciously paying attention to what is happening around you. You do not realize what song is playing on the radio, what you eat throughout the day or what you are focusing your thoughts on. You act completely on impulse.

This is dangerous for highly sensitive people because we receive so much stimulation from the outside world that if we do not take the time to process, it will simply grow and consume us. We are in default mode when we yell at the person we love most, when we get angry at the long line at the grocery store and when we no longer engage in activities that we

love.

Why is default mode dangerous?

Default mode is a very terrible state to be in because it means that you have disconnected yourself from your life. As highly sensitive people, we feel things on a deeper level than others; we notice things more often and with greater detail.

We are not attending to these gifts or to our interests while in default mode we. We are letting every minute of every day pass us by without focusing on it. Some people might function well like that. Highly sensitive people do not. Even if we do not consciously accept our sensitivities, we notice when the lights are too bright, when the music is too loud or if there are too many people talking at the same time.

To put it simply, we are experiencing all of the

bad things without recognizing any of the good ones. This creates a huge imbalance in our lives.

So the question to ask yourself is, *are you in default mode?*

Do you go through the day not looking forward to anything? Having no interest in speaking to anyone? Or without feeling a sense of purpose or value? The lack of all of these things disconnects us from the world.

Yes, this book is about how to improve your work life, but most issues stem from a lack of consciousness about your daily life. Now, how do we improve our work life and get out of default mode?

Recognize the Negative Thoughts Cycle

I know I'm awake. But I haven't opened my eyes. The house is quiet and I take a deep breath in. How calm and wonderful everything feels. Then the alarm sounds. Not an obnoxious or angry sound, but a loud and agitating one nonetheless. I grimace as I scramble to turn it off. *Sigh. It's a weekday. No lying in bed and smiling at the world for me.*

I stay in bed contemplating how much I care about being late. I decide a few more minutes of comfort sounds like exactly what I need. It's an empty gesture to myself though. I'm already awake and the bad thoughts are coming in. Thoughts of, *I hate that I'm forced to do this. I don't even hate my job. I just can't stand feeling trapped by whoever decided people were supposed to be able to handle working for so many hours a day and not being able to afford a day off.*

I think, *Ugh, I have to see people today and*

make sure I smile and laugh and be a happy robot. These thoughts are beyond depressing and they aren't even the worst of them.

A friend of mine recently told me about her thoughts upon waking up. They went something like this: *Oh no. It's a weekday. I have to make it to work. I have 3 meetings today, all of which I have to present. I can't handle that. I have to deal with 'Trying to Steal My Job Anita' and Mr. Director who thinks he can scream a good job performance out of everyone. I can't handle this.*

Are you seeing a pattern here? Is there something else you might be noticing? I hope so. These are awful, painful, and depressing thoughts. How could a pleasant day magically manifest after thoughts like these?

These negative thoughts ruin the entire progress of the day. Ask yourself:

1. Do I pre-dread going into work before I've

even gotten there?

2. Are there any other ways in which I can think of these things?

Of the 400 billion points bits of information, the brain only processes 2,000 of them. That's a VERY small percentage. Could you be missing the good parts of your day? Could you reformat your current thoughts to be more positive or understanding?

Learn to recognize your negative thoughts

Waking up with negative thoughts circling your mind cannot yield a positive outcome. If 'like' attracts 'like', then negativity can only bring negativity.

So how do you change this pattern?

Choose Positivity

So how do you wake up and get ready for a job that you do not want to go to?

Here's the biggggggg secret.

Are you ready for it?

You choose to think positively.

You make the choice.

You choose to wake up and say, *I will have a good day.*

Don't believe it? That's easy to say. What's difficult is making the choice to change your current negative thoughts.

Choosing positivity means deciding to see the good side of things. It means making the choice to stand up for your own emotions and your own freedom and say, "I will use my power of choice to bring good things to me. I will use

my ability of being able to choose to make my life better for myself.”

Now here’s the second secret.

It must be something that you decide to do Every Single Day.

You must decide to see the light and not the dark. You must decide to see the sweetness and not the sour. You must decide to see the smiles or even the possibility of smiles instead of tears. It is a conscious choice to decide to be positive. It is hard work but it can transform your life as long as you make the choice.

If you think you're going to have a day filled with things that you don't like, you can think, *I will get through these things with grace and maturity.* Positive thinking is not about ignoring the truth or reality. It's about choosing to be one of those people who see the world as a glass half full.

You'll be the one who sees problems as obstacles to be overcome, with the shining light of sunrise or springtime waiting for you on the other side. Positivity means that knowing an unpleasant day can become a pleasant one. So how about instead of going to work and saying, "I can't make it through this day," you simply say "I can."

Cultivating an Inner Peace

Ah. This is something that I love to talk about in my podcast. I truly believe cultivating an inner peace is the secret to all of life's problems: loneliness, sadness, and feelings of unworthiness. But today I'm going to focus on cultivating an inner peace that can improve your work life.

Lets begin with a scenario, as I love to do.

When you go into work, are you feeling knots in your stomach? Are you anxious about working with your peers? How about the possibility of gossiping or feeling inadequate at work?

What if all of these bubbles and butterflies could be erased?

Now life isn't as pretty and perfect as that, but for something to happen it must first be visualized. So lets visualize this together.

Imagine waking up to a serene feeling.
Imagine brushing teeth and thinking,
I slept well.
I feel good.
I will not let negative thoughts trickle in.

Now imagine stepping into the shower. The water trickling down your body and you are happy that you are able to feel this glorious and magnificent sensation. Imagine stepping out of the shower. The rush of cool air makes you feel refreshed and clean.

Doesn't this sound like a beautiful, serene picture? Does it seem unattainable to you?

Well its not!

It's very possible. Cultivating an inner peace teaches your body to feel that calm and serene sensation all of the time. Despite whatever negativity might come your way.

I will not lie to you. This process in itself is not easy. But once your mind recognizes this peaceful feeling, it will be easier and easier to bring it into the present moment.

I started recognizing this feeling when I began my yoga and meditation practices. I am a huge advocate for these practices but since I go through these on my podcast I wanted to explain something else in this body of work. For many, this can be an easier practice than yoga or meditation. And guess what? We already went through it. It is called visualization. It is one of the things that meditation taught me. Wasn't the process of waking up that I described earlier so calm and full of light?

When I need to relax and bring about the calm center in my mind, I picture sitting on the beach, watching the waves roll back-and-forth in a calm and rhythmic pattern. I imagine hearing the sound of the waves and how warm the air feels flowing through my hair and over

my skin. While I love the warmth, you might love the snow and sitting atop a mountain looking out at the pristine white ground glittering in the sunlight is your slice of heaven.

Whatever you picture, make sure it is a place that brings you peace. It is easier to visualize a place that you have been to. Taking 10 minutes a day to think of this place and breathe deeply forces your body to remember that feeling of peace and serenity you would like to visualize. So when something happens in your daily life that interferes with your peace and serenity, you can recall this place in your mind to bring you back to center.

This practice of grounding your mind is creating an inner peace. Now in order to have the desire to create this peace you have to want your days and your life to be positive. Without positivity, serenity does not seem real or attainable.

Bad Feelings Don't Last

Let's remember a time that you felt awful. It could be a time when you felt left out. It could be a time when you thought you did something wrong. It could also be a time in which something wrong was done to you.

How long did those feelings last? Did they last an hour, a day, a week, a month, or a year? No matter the length, the bad feelings still came and went right?

Bad feelings are not permanent. You are allowed to let go of them in order to be happy. If they lasted a day then give yourself some props! It is likely that you have felt your negative feelings, accepted them, then gave yourself the love and kindness that you deserve before you expelled them.

If your bad feelings lasted a week then I would like to tell you that you might be holding onto

negativity. This is perfectly normal and even very natural! In your week of feeling terrible, I think it's safe to say that you felt good at least once. So in a week of overwhelming pain (which I have experienced too, trust me) you still felt good at least once right? Even if it was over something small like a really awesome bowl of ice cream.

Now what if your bad feelings lasted a month? Why did it last so long? Are you holding on to something?

It took me many **years** and many uncomfortable conversations to understand that I enjoyed wallowing in my misery. It was dramatic and romantic, like a scene from a movie.

If your bad feelings lasted a month, might you be doing the same things that I did? Do you think that it's helping?
Now I ask these questions because on paper it

is easy to see that feeling bad for a month is NOT a good thing.

Do you really believe this? I ask you from a place of honesty. Because I myself thought abundant negative thoughts were a normal part of life for much longer than I care to admit. But in that month of bad feelings, I think it is again safe to assume that you had a few moments of goodness. A friend made you laugh, you saw a really funny YouTube video or you saw someone you love that made you smile.

In this month of bad, good still emerged.

Let me say that again.

Through your month of bad feelings, didn't good feelings still emerge?

Are you sensing a pattern here?

Let's go to the year-long bad feelings.

Have you ever felt bad for an entire year? I almost feel that I do not need to ask my next questions, but I want you to understand that feeling bad for a year is not unhealthy simply because everyone says it's awful.

Bad feelings are awful because you deserve to be happy.

You deserve to wake up and smile every day even if terrible things are happening. Smiling improves your life and the way you interact with situations. It does not make you heartless or uncaring. It makes you a better person for yourself and the people you care about. That is as much as anyone can hope for.

So I will ask that wonderful question. **In that year of bad feelings, did you feel some good things?** It's natural for there to be moments in that sad and awful year where you forgot to feel bad.

And this is okay!

You do not need to feel bad for that. That is a blessing.

That is your soul trying to heal you and trying to give you a reason to wake up in the morning.

Listen to that voice. It only wants to keep you alive in the best way possible. Have you begun to realize that feeling good does not mean you ignore the bad, but you make life bearable and wonderful for yourself.

Do you see that you can choose to find a reason to feel good today just because you deserve it? Because you deserve to smile for whatever reason you see fit. I want you to understand that feeling good does not mean you no longer feel bad but that you are a beautiful and wonderful person who could handle life in a beautiful and wonderful way. It took a lot of practicing to fully understand

these principles. This time was well spent because it allowed me to get past the bad feelings I have held onto for a long time. If your bad feelings lasted a year, I hope these tips can help you. But never be afraid to find someone to talk to. Many insurance plans cover attending counseling and there are even counseling apps now!

Know Your Triggers

We have taken the time to understand that good feelings can be brought into the present day. Do you know how to bring those good feelings forth? In this section, we will talk about learning what makes you sad and what makes you happy, so that you can create an amazing day.

When you ask someone what he or she does not like, they have a list they rattle off, “I do not like eggplant, I do not like heights, I do not like people who talk too loud or I do not like that show.” Everyone has a list that they can rattle off at a moment’s notice.

When you ask someone what she or he actually does like, what do they say? They say, “I like cookies, I like being on the beach, I like running, and I like sleeping.” When people talk about the things that they do not like, they talk about specific things. When people talk about

the things that they do like, they seem to mention generic things. Things they think that others will approve of.

They do not say that they like eating the frosting of the cupcake instead of the entire cupcake. They do not say that they like waking up at two in the morning to go have a snack because it makes them feel good. They do not say they like watching documentaries instead of romantic comedies.

People are very comfortable with saying the things that they do not like instead of the things that they do like. Doesn't that seem backwards to you? Does it not seem weird that people are more comfortable complaining than they are with praising or complementing?

People are so afraid to show who they really are and what they really care about. So much so that they may even end up lying to themselves. But lying to yourself only hurts you.

If you do not know what will make your day better or worse, then how can you ever expect to be happy?

Happiness comes from yourself and the things that inspire you. If you are too afraid to voice the things that make you smile then how can expect to ever get them?

Let's go back to our wonderful theme. The workday. I think its safe to say that most people do not like to get up in the morning. They do not like traffic and they do not like feeling a lot of pressure at work.

Highly sensitive people feel these three things and more. Together, we went through how much easier it is to talk about the things that we do not like. What if we went into the workday expecting to engage in things we do like? In order to expect those things, we also need to know what those things are.

Say your job gives the employees' bagels on Fridays. It is safe to assume that on Fridays, you can look forward to eating a bagel, right? Then what about the other days? What about Wednesday? What good things, positive thoughts or little bit of happiness can you pull out of the day to make your Wednesdays just as pleasant as your bagel Fridays?

Things that make your day pleasant can include interacting with a coworker or working on a meaningful project. Since you have taken the time to learn about yourself and figure out what makes you happy and what doesn't, you can use this knowledge to change your days.

That is why this section is entitled *Know your triggers* because I want you to be able to recognize the things that might put you in a poor mood or make the day difficult. Then, be able to counteract any negativity with things you have learned make you feel good. One of the most powerful ways that I help myself feel

good when going to work is reminding myself that what I do matters to me and matters to the people I help. I call this knowing your purpose.

Remember Your Purpose

When people talk about purpose, they often describe something that makes life worth living. I think purpose can be a lot less serious because life is always changing. It is fluid. Not living your dream is not a reason to be miserable or hate your day.

Ask yourself these questions

1. Why did you choose to get this job?
2. Why do you choose to get up every day and come to this job?
3. Are you aware of these answers?

You might be working somewhere because it is good for your family. It has a good paycheck in order to get you to a financial place where you can provide for yourself and your loved ones, build your dream business and fulfill your dream goals. Everything is a step and everything has a purpose.

When we discuss knowing your purpose, I do not mean you should suddenly try to figure out your life's dream. I mean:

1. Why is it important for you to go to this job every single day?
2. Why is this something that you need to do?
3. Why did you decide to take a job you do not love?

Because even though you might hate your job or have a difficult time going through each day there, you still applied for this job and were accepted into this position. Working in this job was a choice that you consciously made. Even if it felt like you had to do it for someone else. You still chose this for yourself and your life.

You do not go to work because you have to or because someone forced you to. You go to work to benefit your life and the people you love. Now that was a powerful choice. It is a choice that a lot of people do not make.

You are choosing to go to a job that you might not love so that you can do things to improve your life.

If that is not an amazing purpose then I don't know what it is.

I have said all of this to hopefully show you that life isn't something that was forced upon you. If you have now realized that you made the choice to go to this job without much thought then you could choose now to find a job that you want to do or decide on a purpose for attending your current job.

Whatever your reasons might be, knowing the reasons will allow happiness to settle in. Even if your purpose is temporary, if you can remember that you are doing something that you chose to do, you can inspire beauty and love into your everyday life.

Plan Your Day

This phrase often gives highly sensitive people the jitters. I mean how in the world are we supposed to pre-decide what we want to do every hour of next week? It seems impossible! When I say plan your day, I do not mean schedule every moment of it.

I mean figure out what you want to accomplish the next day.

Because when you keep in mind what you already decided had to get done, you can skip the uncomfortability of feeling like you weren't productive enough.

Deciding what's important to get done means you don't have to wake up and dread going to the grocery store. You already decided yesterday that it was necessary to feed your family and yourself.

So you do not need to think about the action. You simply need to go through with it. Doesn't that sound wonderful? I personally find that it is a great way to limit the amount of negative feelings I have about a situation.

I love knowing a month before when my doctor's appointment is scheduled. Even though I might be uncomfortable when the appointment draws near, I already decided to go to that appointment on that day because it was good for me to do so. This makes it a lot easier for me to not worry or feel anxiety around this decision.

I am not saying that I no longer wake up and dread having to do something already planned in my calendar. But I know that I have the freedom to change my mind. Just like I have the freedom and the strength to stick to my decisions.

You do not need to use your sensitivity as a

crutch to keep you from doing things. You only have to work through it to do everything that you need to do.

One strategy I use to plan my day is to decide the 2 or 3 things that need to happen that day. I do not schedule them, but I do make a time for them to be done. Therefore I know that if I complete everything by 4pm, after work, I can spend the afternoon relaxing, meditating and cultivating my inner peace.

Some people like to do 10 things. Others have trouble doing even 1. Decide what works for you and try out making a decision and sticking to it.

Occupy Your Mind

Since you have just worked out what you need to do for the day. You created meaning in your work life through this technique. So what about the rest of the hours at work? How do you even go through the tasks that you decided needed to get done that day?

You can occupy your mind.

As highly sensitive people, there is always something stewing and brewing in our mind. This is a blessing! Not a curse. If you find it more difficult to shape your work day into something that you can be proud of and find meaningful, why not use your brainpower to grow and think about things that you personally care about.

Something that I love to do when doing grunt work, like data entry, is to listen to podcasts. There are thousands of amazing podcasts out

there. They often bring me an interesting topic and then I ponder it. I think of solutions to help the situations. I can attempt to understand and be empathetic with different personalities and life experiences I might not otherwise have been aware of. I can also use this time to improve my own self by recognizing my flaws and how to improve them.

It's fulfilling to exercise my mind and use it for causes I feel are important. It's even better sometimes to realize that my work tasks occupy my thoughts just as satisfyingly as any other issue I deem interesting. It's nice when personal interests and work issues merge isn't it?

One Day at a Time

Ahhhhhhhh.

Deep breath.

Sigh of relief.

Finally I have gotten to my heart and soul of this book. The reason my blog is named:

One Sensitive Day At A Time

Take everything one minute at a time.

You do not need to be the happiest person in the world. Does that surprise you? Maybe I should repeat it.

You do not need to be the happiest person in the world.

You also do not need to be the best person in the world. It is okay to slip up and it is even more okay to accept your mistakes. This only allows for a better you to emerge.

The tips in this book are focused on finding purpose and worth out of going to work every day. But these tips apply for finding purpose and worth in your personal life as well.

Everything is fluid. Everything is changing. Society believes that personal change and growth is necessary and should be permanent. But everything in nature changes constantly, why is the same not expected of us?

You can only fully expect the minute before you. So wishing and expecting yourself to be the best person you know makes no sense! You don't expect that out of your family or friends. You love them despite their flaws and sometimes even more so because of them.

So why not yourself?

Use these tips to improve your every day because you deserve to love yourself and feel worthy. There truly is nothing more important or

beneficial to the world than taking the time to love YOU. Take the time to work through these tips one by one. What you learn might be difficult and might surprise you. I will be here to coach you if you ever need any guidance.

Remember:

“A journey of a thousand miles begins with one single step.” ~ Lao Tzu

“I have always believed, and I still believe, that whatever good or bad fortune may come our way we can always give it meaning and transform it into something of value.”

— Hermann Hesse, Siddhartha

Thank you for reading this book!

I thoroughly hope you enjoyed it.

If you would like any further **support**,
information, or **coaching** on these topics,
please email me at
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With love,

Lisandra