

The Upside Down Organization presents

# Mind Management: Neuroscience, Self-Care and Life Success



## PARTICIPANT WORKBOOK

Laconia School District  
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## About Your Presenter

Frank Kros, MSW, JD, is a career child advocate, who has served as a childcare worker, child abuse investigator, children’s home administrator, consultant, college professor, attorney, writer and speaker. Frank currently serves as president of The Upside Down Organization, EVP & COO of The Children’s Guild and director of NAREN.

Frank presents training workshops nationwide to parents, educators, child-serving professionals and their leaders on various topics including brain-based learning, poverty and the brain, attention-deficit hyperactivity disorder (ADHD), neuroscience of the teenage brain and leadership and the brain. Frank has presented his workshops at national education, social work and human services conferences, and Frank was awarded a Maryland Governor’s Citation for his speaking efforts. In addition to lecturing nationwide, he co-authored two books: *Creating the Upside Down Organization: Transforming Staff to Save Troubled Children* and *The Upside Down Organization: Reinventing Group Care*. Frank earned a bachelor’s degree from Creighton University, a master’s degree in social work from the University of Nebraska-Omaha and a law degree, *magna cum laude*, from Notre Dame Law School.

## The Upside Down Organization

1. We’ll do the research.
2. We’ll create the tools based on the research.
3. We’ll try them out with our students and staff.
4. The tools that work, we will share with you!

Have YOU Signed up for UDO’s Brainwaves E-Newsletter?

It’s FREE and EASY. Go to our website, enter your email address and start receiving your copy today!

“Like Us” on Facebook!!!

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www.upsidedownorganization.org

The American Dream is still highly coveted  
BUT  
how to get there is rapidly  
CHANGING!



In our society today, most children will use their ability to learn as the primary tool to reach their dreams.

## The Successful Life Journey...

SELF → SELFLESS

Life is a journey of personal growth ascending from a focus on self to a focus on family, community and world.

Also, remember Maslow?

1. Self-Actualization
2. Esteem
3. Love/Belonging
4. Safety
5. Physiological Needs

## REFLECTION BOX

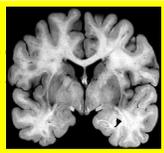
How did my After-School Program perform this year?



REFLECTION BOX

How did I personally perform this year?





## THE BOTTOM LINE

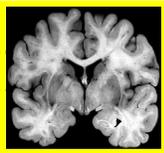
Understanding our adult brain and how to manage and care for it will help us to be at our best so that we can give our best to the next generation (and have fun doing it!)



### The Gem Story

#### REFLECTION BOX





## FOUNDATIONAL PRINCIPLES: THE BRAIN RULES

### **RULE #1**

The Brain is  
Neutral to  
Begin With

### **RULE #2**

Pruning and  
Mylenation  
Sculpt Our  
Young Adult  
Selves

### **RULE #3**

The Rule  
Is, the  
Amygdala  
Rules

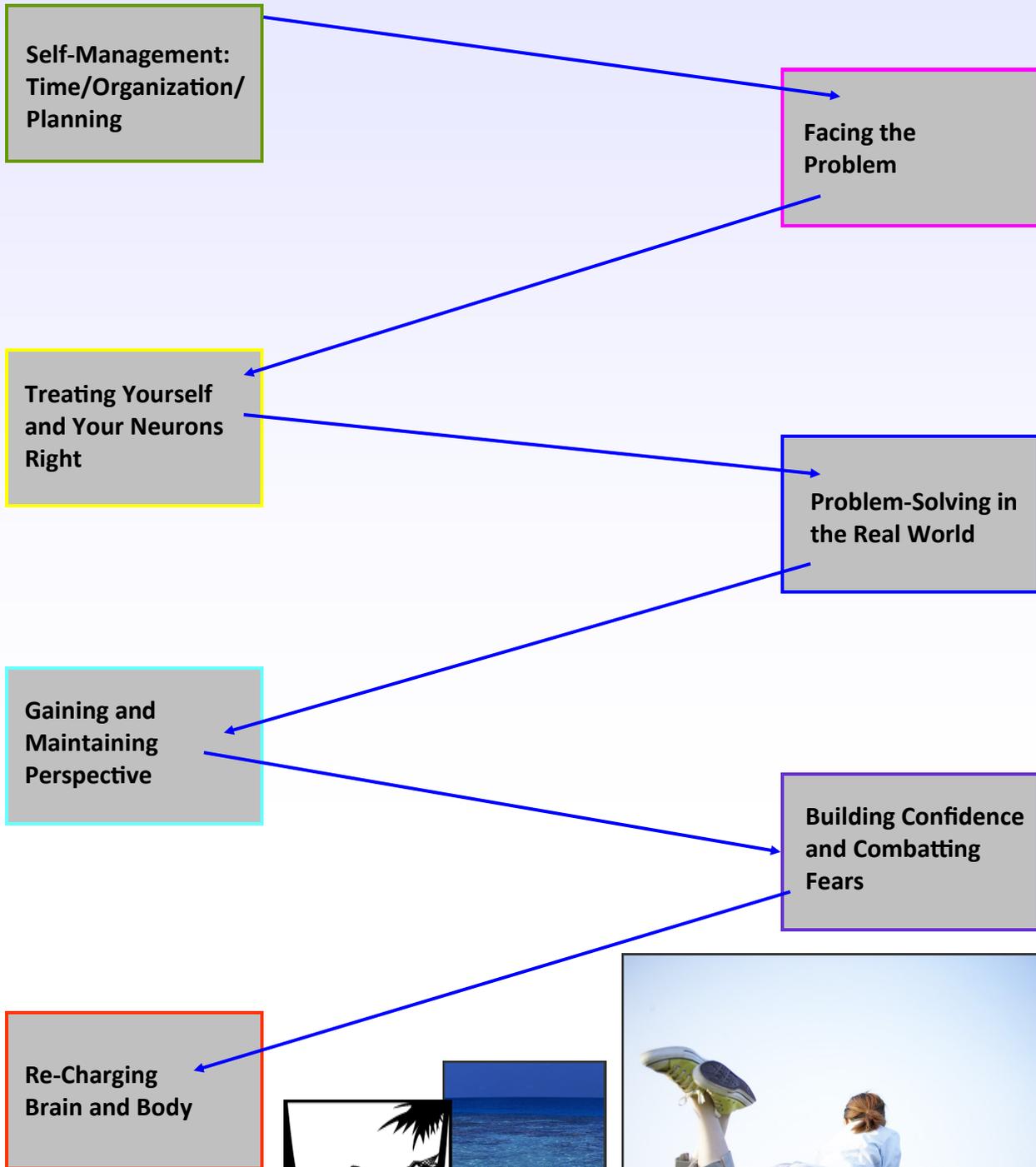
### **RULE #4**

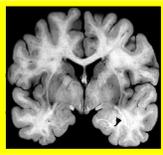
Your Adult  
Brain Can  
Change With  
Insight and  
Effort

### **RULE #5**

We Become  
What We  
Think About

# The 7 Basic Skills of Extraordinary Psychological Health (and High Productivity)

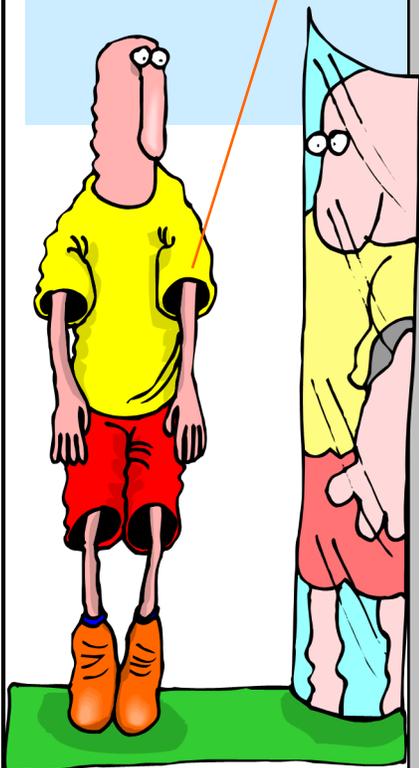




## SELF MANAGEMENT

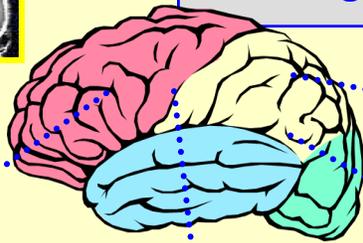
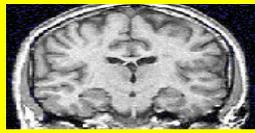
TIME	ORGANIZATION	PLANNING

## FACING THE PROBLEM



## REFLECTION BOX





## Treating Yourself (and Your Neurons) Right!

### EXERCISE

### NUTRITION AND WEIGHT

### SLEEP

### REWARD

## A Brain-Inspired Model

### 1. Own It!

- a. What have I done to contribute to the problem?
- b. What have I not done that may have contributed to the problem?

### 2. Assess Communication Patterns

How? When? Sender? Receiver?  
Confirmation?

### 3. Systems Analysis

- a. Resources
- b. Processes

### 4. People (Job Performance)

- a. Lagging Skills
- b. Job Fit
- c. Organization Fit
- d. Context

## “OWN-IT” Expansion: The 4 Promises

### Be Impeccable With Your Word.

Speak with integrity. Say only what you mean. Don't gossip. Use the power of your word in the direction of growth.

### Don't Take Anything Personally.

Nothing others do is because of you. What others say and do is a projection of their own reality, it says more about them than you.

### Don't Make Assumptions.

Find the courage to ask questions, get the facts and ask for what you really want.

### Always Do Your Best.

Under any circumstances simply do your best.



# PERSPECTIVE "OBTAIN THEN MAINTAIN"

Building Confidence  
Through Battling Fear

IDEAS

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## The 3 Levels of FEAR

### LEVEL 1 FEARS

### LEVEL 2 FEARS

### LEVEL 3 FEARS

Those  
That  
Happen

Those  
Requiring  
Action

- Aging
- Retirement
- Job Loss
- Natural Disasters
- Change
- Illness
- Losing a Loved One
- Accidents

- Losing Weight
- Job Interview
- Going Back to School
- Going to the Doctor
- Public Speaking
- Making a Mistake
- Intimacy

- Rejection
- Failure
- Success
- Being Vulnerable
- Being Conned
- Helplessness
- Disapproval
- Loss of Image

\_\_\_\_\_ CAN'T \_\_\_\_\_ IT!

**At the bottom of every one of your fears is simply the fear that you**

**\_\_\_\_\_ whatever life may bring you.**



KEY QUESTION:

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?

CRITICAL ANSWER:

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# RE-CHARGING

## Key Ideas



You only have so much brain energy — when you're out of energy, you have to re-charge!

Each of us has a "cycle of energy" that we move through each day. What's yours?

You have to plan to re-charge in short, intermediate and long formats:

SHORT

INTERMEDIATE

LONG

HIGH \_\_\_\_\_

LOW \_\_\_\_\_

## REFLECTION BOX



# Getting Better Every Day

Accelerate Your Learning!

## Learning Bucket List



By \_\_\_\_\_  
(insert age, date or event)

I want to have learned how to:

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### Let's Do the Math

\_\_\_ Minutes per Day  
X 260 Days per Year  
= \_\_\_ Minutes for New Learning  
\_\_\_ Hours in a Year

### My Learning Resource List

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

NOTES

# Know What Stresses You

**Everyone is different.** Something that bothers your friend may be fun for you. Today's stresses might be easy to deal with later.

Learning what stresses you is the first step to dealing with it. **What stresses you?**

**Notice your stress.** Is it good or bad stress? What caused it? Is it likely to happen again? Can you do anything to change it?

**Make a list.** Write down the times you feel stressed. Notice what you do. What helps? What makes it worse?

**Set Goals.** Which problems or stresses will go away by themselves? Which need attention?

## The Three Main Coping Styles

### TASK-ORIENTED

Analyze and take action on the stressful situation.

### EMOTION-ORIENTED

Deal with feelings and find social supports.

### DISTRACTION-ORIENTED

Use activities or work to take your mind off the stressful situation.

# Which Style Do YOU Primarily Use Under Stress?

## PERSONAL PLAN - GROUP

Identify a specific stressful event:

Automatic thoughts?

Distortions?

Is there another way to think about this situation?

What practical steps can you take to reduce your stress level?

New thoughts/feelings?



## My Personal Plan for the Next 90 Days

Stress is a normal part of life that can either help us learn and grow or can cause us significant problems.

Stress can be managed and is mostly dependent on the willingness of a person to make the changes necessary for a healthy lifestyle.

## PERSONAL PLAN - YOU TRY IT!

Identify a specific stressful event:

Automatic thoughts?

Distortions?

Is there another way to think about this situation?

What practical steps can you take to reduce your stress level?

# IMPROVING YOUR RELATIONSHIPS

## NOTE:

If you improve your mind management as recommended in this workshop, do you think your relationships would improve because you are:

- Healthier?
- Less stressed?
- Have more energy?
- Focused?
- Disciplined?
- Goal-driven?
- Happier?

## Relationship Keys:

1. Let's go back to TIME.
2. You have to talk back to the voices.
3. Become a Professional Listener.
4. Skillfully assert yourself.



## REFLECTION BOX



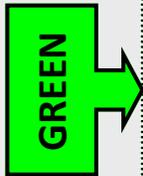
# What will YOU Do?



**STOP.** After reflecting on today's learning experience, what ways of thinking, policies, practices or behaviors will you stop using?



**CONSIDER.** What ways of thinking, policies, practices or behaviors will you consider using?



**START.** What ways of thinking, policies, practices or behaviors will you start using?

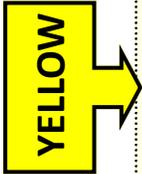
MY ACTION



PLAN



STOP \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



CONSIDER \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



START \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## CONTACT

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