

# Social Inclusion of Women for Better Life Through Sport



## D2.1: Wellbeing Teaching Materials

Disclaimer: Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them



Funded by  
the European Union

RS4Women, "Social Inclusion of Women for Better Life Through Sport", has received funding from the EU Erasmus+ Programme (2021-2027); ERASMUS-SPORT-2023, under the agreement No.101133376

[www.rs4women.com](http://www.rs4women.com)

## DELIVERABLE INFORMATION

<b>Work Package</b>	WP2: Increase the Inclusion and the Awareness of Disadvantaged Groups on Wellbeing, Coastal Rowing, Pilates and Swimming
<b>Lead Partner</b>	Altinboynuz Sports Club (ASC) / Tek Consultancy (Sub-contractor)
<b>Main Author(s)</b>	Yunus Emre ALTUG (Tek Consultancy)
<b>Dissemination level</b>	PU
<b>Due date</b>	30/4/2024
<b>Version</b>	Draft Version by Yunus Emre ALTUG

<b>Project Number</b>	101133376
<b>Project Acronym</b>	RS4Women
<b>Project Title</b>	Social Inclusion of Women for Better Life Through Sport
<b>Start date</b>	1/3/2024
<b>Duration</b>	12 months
<b>Call identifier</b>	ERASMUS-SPORT-2023
<b>Topic</b>	ERASMUS-SPORT-2023-SSCP



## REVISION HISTORY

Revision	Date	Contributor(s)	Description
0.1	10.4.2024	Yunus Emre ALTUG (Tek Consultancy)	First draft for internal review
0.2	11.4.2024	Mehmet Firat ÜNAL (ASC)	Revised sections to provide a more comprehensive and detailed analysis. Combined and reorganized certain paragraphs for clarity and conciseness. Corrected minor spelling errors.
1	12.4.2024	Nur ERADLI (ASC)	Final

## QUALITY CONTROL

Role	Date	Contributor(s)	Approved/Comment
Internal Review	15/4/2024	Mehmet Firat UNAL (ASC)	Approved
Final Quality Review	20/4/2024	Athanasios Dalamitros (AUTH)	Approved



## EXECUTIVE SUMMARY

This wellbeing training program aims to enhance participants' overall health and well-being by covering various topics. It starts by defining key concepts like health and well-being and outlining program goals such as improving participants' satisfaction and reducing stress. The program also covers aspects of a well-being lifestyle, psychological literacy including self-awareness and emotional regulation, building stronger relationships, and prioritizing mental health. It provides strategies for managing emotions, coping with burnout, achieving work-life balance, and developing resilience. Additionally, it addresses effective communication, mental flexibility, self-care, physical fitness, goal setting, time management, and introduces the PERMA model of well-being. Overall, participation in this program will equip participants with the necessary tools to enhance their physical, mental, and emotional well-being, leading to a happier, healthier, and more productive workforce.



Funded by  
the European Union

RS4Women, "Social Inclusion of Women for Better Life Through Sport", has received funding from the EU Erasmus+ Programme (2021-2027); ERASMUS-SPORT-2023, under the agreement No.101133376

# TABLE OF CONTENTS

<b>Definition of Health and Wellbeing Concepts .....</b>	<b>6</b>
<b>Main Purpose of Training .....</b>	<b>7</b>
<b>Basics of Well-being Lifestyle .....</b>	<b>8</b>
<b>Psychological Literacy .....</b>	<b>10</b>
<b>Enhanced Self-Awareness and Emotional Regulation.....</b>	<b>10</b>
<b>Building Bridges: Fostering Stronger Relationships .....</b>	<b>10</b>
<b>Equipped for Challenges: Improved Problem Solving     and Decision Making .....</b>	<b>11</b>
<b>Prioritizing Mental Health: Promoting Mental Health .....</b>	<b>11</b>
<b>Emotion Management and Coping with Burnout .....</b>	<b>13</b>
<b>Understanding Burnout .....</b>	<b>13</b>
<b>Balancing Work and Life .....</b>	<b>13</b>
<b>Resilience.....</b>	<b>13</b>
<b>Effective Communication .....</b>	<b>14</b>
<b>Mental Flexibility.....</b>	<b>14</b>
<b>Importance of Emotion Management.....</b>	<b>14</b>
<b>Practical Strategies for Emotion Management.....</b>	<b>15</b>
<b>Setting Boundaries and Self-Esteem .....</b>	<b>15</b>
<b>Self-Care and Physical Fitness .....</b>	<b>15</b>
<b>Giving Thanks -The Practice of Gratitude .....</b>	<b>15</b>
<b>Knowing Self (Awareness Meditation).....</b>	<b>15</b>
<b>Getting Support .....</b>	<b>16</b>
<b>Target Setting.....</b>	<b>17</b>
<b>Time Management and Focus.....</b>	<b>20</b>
<b>Wellbeing and Positive Psychology (PERMA).....</b>	<b>25</b>



# RS4Women WELLBEING TRAINING CONTENT

## DEFINITION OF HEALTH AND WELLBEING CONCEPTS

### WORLD HEALTH ORGANIZATION (WHO) DEFINITION OF HEALTH

The World Health Organization (WHO) defined health in 1948 as follows: "Health is a state of complete physical, mental and social well-being and is not only the absence of disease or infirmity, but also a state of physical, mental and social well-being." This definition emphasizes that health is not only the absence of disease or infirmity but also a state of complete physical, mental and social well-being.

### WELLBEING DEFINITION

"Wellbeing" refers to the general state of feeling good physically, mentally and emotionally. Wellbeing is influenced by many different factors such as happiness, satisfaction, health, safety, satisfaction in relationships, purpose and meaning. This concept is used to describe an individual's quality of life, satisfaction and fulfillment. The concept of wellbeing is gaining more and more importance today as an indispensable part of holistic health and happiness. The concept of wellbeing is important because it expresses people's basic desire to live a good life. This concept includes not only staying away from diseases, but also a fulfilling and meaningful life. Wellbeing is achieved by meeting the physical, emotional, social and economic needs of individuals. Therefore, ensuring wellbeing and well-being is important to improve people's quality of life and enable them to lead a more fulfilling life. Individuals and societies can improve their resilience, creativity and overall quality of life by increasing their well-being. In this context, the importance of wellbeing and well-being is of great significance not only for the health of individuals, but also for the sustainability of societies and social structures at the global level. Therefore, the concept of wellbeing has a central place in health policies and social development strategies. In this framework, ensuring and improving well-being and well-being is becoming one of the most fundamental goals of individuals and societies.



# RS4Women WELLBEING TRAINING CONTENT

## MAIN PURPOSE OF TRAINING

Creating awareness about the basic balances expected in the biological, psychological and sociological framework, which are the basic dynamics of health and well-being, and gaining the ability to regulate their own life habits.

**Week 1 Objective:** To learn the basic concepts and models to be used throughout the training. Psychological literacy Recognition of life habits that affect physical health and biological balance. To be able to create the necessary individual intervention action plan in a one-week period by checking the current situation in the sleep-nutrition-movement cycles of the participants.

**Week 2 Objective:** To recognize basic mood disorders and to set personalized goals by restoring the basic balance needed.

**Week 3 Objective:** Recognizing possible obstacles and constraints to achieving goals, learning time management and efficient focusing methods.

**Week 4 Objective:** To learn the PERMA model, which is the basis of positive psychology for the sustainability of wellbeing lifestyle and well-being.



Funded by  
the European Union

RS4Women, "Social Inclusion of Women for Better Life Through Sport", has received funding from the EU Erasmus+ Programme (2021-2027); ERASMUS-SPORT-2023, under the agreement No.101133376

# BASICS OF WELL-BEING LIFESTYLE

**Healthy Eating:** A balanced and nutritious diet ensures that the body gets the nutrients it needs. Fresh fruits and vegetables, whole grains, protein sources and sufficient water consumption form the basis of this habit. Sugar and carbohydrate consumption should be limited except on days of intense physical activity. It is important to prefer foods rich in vitamins and minerals. It is important to avoid foods that contain additives and are produced with chemical supplements. In terms of digestive health, it is recommended to stop solid food consumption after 19:00 in the evening.

**Regular Exercise:** Physical activity supports mental well-being while protecting body health. Regular exercise at least a few days a week increases physical strength, reduces stress and improves overall wellbeing. Regular physical activity is very important for the healthy functioning of hormones. Daily stimulation of the musculoskeletal and circulatory system has a positive effect on the immune system. It stabilizes mood and facilitates stress management.

**Enough Sleep:** Good quality and adequate sleep are important for the body to recover and rest. Adults should generally sleep 6-8 hours a night, depending on sleep quality. Paying attention to sleep patterns and quality is important for vitality and mental clarity. Sleep quality is especially high between 23:00 and 3:00 at night. Sleep efficiency increases during these hours when melatonin release is the highest. Especially diet affects sleep quality directly. It is recommended to stop solid food consumption by completing dinner as early as possible.

**Self-Care:** Taking time for yourself and taking good care of yourself increases wellbeing. Activities such as engaging in hobbies, relaxing, reading books support personal development and provide pleasure. This situation, also defined as self-care, is important in terms of balancing personal development and self-esteem. Self-perception of the person can be the main determinant of his/her relationship with others.





## BASICS OF WELL-BEING LIFESTYLE

**Stress Management:** Stress can negatively affect wellbeing. Learning and practicing techniques to cope with stress helps to be more mentally and emotionally balanced. Techniques such as meditation, deep breathing exercises, yoga can help with stress management. Stress is a state of tension that arises in situations in life that we need to take action and control. It is beneficial if it is at a healthy level. If it exceeds a certain level, it can become self-destructive. For this reason, it is very important for individuals to acquire actions and skills that can move into a state of relaxation, stretching and peace.

**Social Connections:** Relationships with family, friends and community are important for wellbeing. Social connections provide support, make you feel valued and increase the meaning of life. Regularly attending social events and strengthening relationships is part of this habit. Human relationships are one of the most important determinants of mood and well-being. An individual's sense of trust and acceptance in society is one of the basic needs. Establishing and maintaining healthy relationships and developing skills in line with values that foster respect for personal boundaries are priorities for well-being.



# PSYCHOLOGICAL LITERACY

In today's complex and fast-paced world, psychological literacy is emerging as an important pillar supporting both individual and societal well-being. Defined as the capacity to grasp and apply psychological principles to effectively navigate life's challenges, psychological literacy goes beyond mere knowledge and becomes a dynamic tool for navigating the complexity of human experience. This article considers the importance of psychological literacy from a psychological and well-being perspective, illuminates its benefits, and explores strategies to promote its development.

Psychological literacy includes not only understanding psychological concepts, but also the ability to integrate and apply this knowledge in our daily lives. This skill helps individuals to deepen their emotional intelligence, empathy and social relationships, while also supporting their self-awareness and personal development. Developing psychological literacy allows individuals to understand and manage their own emotional and mental processes, which contributes to building healthier relationships and leading a more fulfilling life. Therefore, the importance of psychological literacy is of great significance not only on an individual but also on a societal and cultural level.

The benefits of psychological literacy span across various aspects of well-being, enriching our personal and social lives:

## 1. ENHANCED SELF-AWARENESS AND EMOTIONAL REGULATION

Psychological literacy empowers individuals to recognize and understand their feelings, thoughts and behaviors. This self-awareness equips individuals with the tools to effectively manage their emotions, leading to reduced stress, increased resilience and enhanced overall well-being. By understanding the triggers behind emotional responses, individuals can develop coping mechanisms, promoting a sense of control and a healthier relationship with their emotions.

## 2. BUILDING BRIDGES: FOSTERING STRONGER RELATIONSHIPS

By understanding the principles of psychology, individuals can develop better communication skills, empathy and conflict resolution abilities. This translates into healthier and more fulfilling relationships in both personal and professional settings. Understanding the psychological foundations of communication allows individuals to express themselves clearly, listen actively, and address potential conflicts with greater understanding and empathy.



# PSYCHOLOGICAL LITERACY

## 3. EQUIPPED FOR CHALLENGES: IMPROVED PROBLEM SOLVING AND DECISION MAKING

Psychological literacy equips individuals with the tools to meet life's challenges with greater confidence and clarity. It develops the ability to critically analyze situations, consider multiple perspectives and make informed decisions. This empowers individuals to solve problems effectively, adapt to change and embrace new opportunities with a sense of control and purpose. By understanding the psychological factors that influence decision-making, individuals can minimize biases and make choices that are consistent with their values and long-term goals.

## 4. PRIORITIZING MENTAL HEALTH: PROMOTING MENTAL HEALTH

Psychological literacy plays a crucial role in promoting positive mental health by equipping individuals to recognize signs of mental health concerns, seek appropriate support and engage in self-care practices. It can help reduce the stigma surrounding mental health by promoting an understanding that seeking professional help is a sign of strength and self-care rather than weakness. This empowers individuals to prioritize their mental health and proactively address challenges they may face.

Improving psychological literacy requires a comprehensive approach that promotes lifelong learning and raises awareness of psychological issues among individuals. This approach should include the following key steps:

- **Education and Awareness:** Education and awareness campaigns are vital for improving psychological literacy. This can be achieved by integrating psychological concepts into school curricula, workplace training programmes and general public health campaigns. The dissemination of accurate and accessible information can help individuals build a solid foundation of psychological knowledge and raise awareness of mental health issues.
- **Uncovering the Inner Landscape: Self-reflection and Mindfulness:** Encouraging individuals to practice self-reflection and mindfulness is an important way to improve psychological literacy. Activities such as journaling, meditation and deep breathing can help individuals with self-awareness, emotional regulation and understanding of personal thoughts and feelings. These practices can enable individuals to gain valuable insights into their inner experiences.



# PSYCHOLOGICAL LITERACY

- **Seeking Guidance: Encouraging Professional Help:** It is important to promote the idea that seeking professional psychological help is a sign of strength and self-care, not weakness. Encouraging individuals to seek out therapists or counsellors, when necessary, can provide valuable support for personal growth and well-being. Dealing proactively with mental health concerns can enhance long-term emotional resilience.
- **Unmasking Prejudice: Encouraging Critical Thinking:** It is important to encourage individuals to question assumptions, challenge biases, and look critically at psychological information presented in the media or other sources. This can help individuals develop critical thinking skills, enabling them to distinguish between truth and falsehood and make decisions based on reliable information.

In conclusion, psychological literacy is an essential skill for success in today's world. Individuals and organizations can improve communication, collaboration and productivity by incorporating psychological principles into their work environment. Furthermore, organizations can create a positive work environment that promotes employee happiness and engagement. By offering training and development programmes, incorporating psychological principles into decision-making and creating a culture that values psychological literacy, organizations can reap the benefits of this essential skill. Psychological literacy is a valuable skill that can enhance well-being, improve relationships and increase effectiveness in the workplace. By understanding and applying the principles of psychology, individuals can improve their critical thinking, decision-making and problem-solving skills, as well as gain greater self-awareness, emotional intelligence and resilience. Developing psychological literacy requires a commitment to lifelong learning, self-reflection and practice. While there are challenges to developing psychological literacy, there are also many strategies to overcome these challenges and develop this important skill. Ultimately, developing psychological literacy is an investment in oneself and one's future and has the potential to lead to greater success, happiness, and fulfilment.



# EMOTION MANAGEMENT AND COPING WITH BURNOUT

Burnout has become a common phenomenon in today's fast-paced world. Long working hours, tight deadlines and high-stress environments can damage employees' mental and emotional well-being, leading to burnout, suspicious and avoidant behavior and poor performance. Burnout is a chronic state of physical and emotional exhaustion that can lead to reduced productivity, increased absenteeism and even turnover. The primary goal is to make you realize the importance of emotion management in dealing with burnout. We will share with you practical strategies that you can use to manage your emotions and prevent burnout.

## UNDERSTANDING BURNOUT

Burnout is a complex phenomenon, usually characterized by three main symptoms: exhaustion, which can be defined as a state of boredom, depersonalization and poor performance. Exhaustion refers to physical and emotional wear and tear resulting from prolonged stress and overwork. Depersonalization is a cynical attitude towards one's life, family relationships, work, colleagues and the whole environment. It means a decrease in low performance, productivity, creativity and job satisfaction. Burnout can have serious consequences for both individuals and organizations, such as reduced life satisfaction, increased absenteeism and turnover, reduced productivity and performance.

## BALANCING WORK AND LIFE

An effective strategy for managing burnout is to create healthy boundaries between work and private life. This can include setting clear boundaries to working hours, taking regular breaks and prioritizing self-care activities such as exercise, meditation and hobbies. By creating a balance between work and private life, individuals can prevent burnout and maintain their overall well-being.

## RESILIENCE

Another important aspect of emotion management is to develop resilience to cope with stressors. Resilience refers to the ability to adapt to challenges and bounce back from setbacks. This can be achieved through practices such as mindfulness, which involves remaining present and aware of one's thoughts and feelings without judgement. By developing mindfulness, individuals can better manage stress and prevent burnout.



# EMOTION MANAGEMENT AND COPING WITH BURNOUT

## EFFECTIVE COMMUNICATION

Effective communication is also very important for managing emotions in the corporate environment. By expressing their feelings and concerns to their colleagues and supervisors, individuals can reduce their feelings of loneliness and get support. Furthermore, receiving feedback and constructive criticism can help individuals improve their performance and regain a sense of achievement.

## MENTAL FLEXIBILITY

It is also important for individuals to identify and challenge negative thought patterns that contribute to burnout. This may involve reframing negative beliefs such as "I must always be perfect" or "I cannot say no to additional work" with more realistic and positive alternatives. By changing these cognitive distortions, individuals can reduce stress and improve their overall well-being.

## IMPORTANCE OF EMOTION MANAGEMENT

Emotion management is the ability to recognize and name one's feelings and to recognize, understand and regulate positive feelings in a way that supports effective functioning. Emotion management is essential for coping with burnout because it helps individuals to identify and manage emotions that contribute to burnout, depersonalization and poor performance. By developing effective emotion management strategies, employees can reduce the risk of burnout and improve their overall well-being.



# PRACTICAL STRATEGIES FOR EMOTION MANAGEMENT

## SETTING BOUNDARIES AND SELF-ESTEEM

Setting boundaries is an important emotion management strategy that involves creating limits around one's time, energy and resources. By setting boundaries, employees can avoid overworking themselves and reduce the risk of burnout. This can include saying no to additional projects or responsibilities, delegating tasks to others, and taking breaks throughout the day.

## SELF-CARE AND PHYSICAL FITNESS

Self-care refers to the intentional actions individuals take to maintain their physical, emotional and mental well-being. Self-care practices can include exercise, healthy eating, getting enough sleep, and engaging in activities that bring joy and relaxation. By prioritizing self-care, employees can reduce the risk of burnout and improve their overall well-being.

## GIVING THANKS -The Practice of Gratitude

The practice of gratitude involves focusing on the positive aspects of one's life and expressing gratitude for them. Research has shown that gratitude can improve emotional regulation, increase resilience and reduce the risk of burnout. By practicing gratitude regularly, employees can develop a more positive and optimistic outlook, which can help them manage their emotions more effectively.

## KNOWING SELF (Awareness Meditation)

Mindfulness meditation is a practice that involves focusing one's attention on the present moment without judgement. Research has shown that mindfulness meditation can reduce stress, anxiety and depression and improve emotional regulation, focus and productivity. By practicing mindfulness meditation regularly, employees can learn to manage their emotions more effectively and reduce the risk of burnout.



# PRACTICAL STRATEGIES FOR EMOTION MANAGEMENT

## GETTING SUPPORT

Seeking support from experts in the field, friends and family with similar experiences can be an effective emotion management strategy to cope with burnout. By talking to others about their experiences and seeking advice and guidance, employees can gain a new perspective on their situation and develop strategies to manage their emotions more effectively.

Burnout is a serious problem that can have significant consequences for both individuals and organizations. By developing effective emotion management strategies, employees can reduce the risk of burnout and improve their overall well-being. Practical strategies for emotion management include mindfulness meditation, self-care, setting boundaries, seeking support and practicing gratitude. By prioritizing emotion management, organizational leaders and employees can create a more positive and productive work environment that supports everyone's wellbeing and success.



Funded by  
the European Union

RS4Women, "Social Inclusion of Women for Better Life Through Sport",  
has received funding from the EU Erasmus+ Programme (2021-2027);  
ERASMUS-SPORT-2023, under the agreement No.101133376



# TARGET SETTING

Target setting is the process of setting goals and charting a course towards their realization, and serves as a powerful tool for enriching our psychological well-being and charting a course towards a flourishing life. This process allows individuals to harness their potential to develop a sense of purpose, increase motivation and navigate the intricacies of life with greater clarity and resilience.

The importance of target setting is that it helps us to become more fulfilled and successful in our personal and professional lives. Setting a goal provides individuals with a focused direction, which allows them to use their time and energy more effectively. Furthermore, setting targets provides an opportunity for individuals to develop themselves and realize their potential. This process can help individuals get to know themselves better and focus on their own values, interests and strengths.

## THE SOURCE OF PROSPERITY: DISCOVERING THE BENEFITS OF GOAL SETTING

Effective goal setting offers numerous benefits that nurture our psychological and general well-being. It fosters a sense of direction and purpose, providing a guiding light that propels us forward with increased motivation and drive. This newfound clarity allows us to prioritize our time and energy, directing our efforts to what really matters in alignment with our aspirations. When goals are successfully achieved, self-esteem increases significantly, fostering a sense of accomplishment and competence. This enhanced self-belief increases resilience and equips us to better manage the challenges and setbacks that inevitably arise along the way. Goal setting is also linked to improved mental and physical health, as evidenced by studies showing reduced levels of stress, anxiety and depression.

## SETTING THE COURSE: EFFECTIVE GOAL SETTING TECHNIQUES

To capitalise on the abundant rewards that goal setting offers, it is essential to use effective techniques that translate intentions into actionable steps. A widely recognised framework is the SMART principle, which emphasises the importance of setting goals that are Specific, Measurable, Attainable, Relevant and Time-bound. This framework provides clarity, allowing us to visualise the desired outcome and develop a concrete roadmap for achieving that outcome. Breaking down large, seemingly daunting goals into smaller, manageable steps encourages a sense of progress and prevents feelings of overwhelm.



# TARGET SETTING

Furthermore, preparing a well-defined plan outlining specific actions, timelines and resources required serves as a blueprint for successful implementation. Regular review and evaluation of progress allows for course correction when necessary, ensuring that our goals remain current and achievable in the face of changing circumstances. Finally, recognising and celebrating successes, both big and small, is a powerful motivator, maintaining momentum and strengthening our commitment to the journey.

## OVERCOMING OBSTACLES: THE CHALLENGES OF GOAL SETTING

While goal setting has many benefits, it is not without its challenges. A common pitfall lies in the tendency to set unrealistic goals that are either too ambitious or completely outside our capabilities. Setting such goals can lead to frustration, disappointment and ultimately a sense of failure. It can also be difficult to maintain motivation, especially in the face of unforeseen obstacles or a perceived lack of progress. Procrastination can further impede progress, often stemming from fear of failure or a feeling of overwhelm. Moreover, fear of failure itself can be a formidable barrier, potentially preventing individuals from setting or actively pursuing goals, hindering personal development and limiting the potential for success. Finally, lack of resources such as time, money or support can create significant barriers to achieving goals and require creative solutions and resourcefulness.

## OVERCOMING OBSTACLES: STRATEGIES FOR ACHIEVING GOALS

Achieving goals relies on various strategies developed to overcome the obstacles encountered. These strategies involve breaking large goals into smaller, manageable steps. This approach increases the sense of progress while at the same time protecting individuals from overwhelming situations. Also, exploring the personal significance and purpose of goals can increase motivation and commitment. Using positive thinking and visualisation techniques can also be effective to overcome fear of success and increase confidence. At the same time, it is important to receive support and guidance. Support from friends, family members or professionals can increase motivation by providing a sense of accountability. Finally, prioritising healthy living habits plays an important role in the process of achieving goals by maintaining energy levels and increasing motivation. These habits include exercise, adequate sleep and stress management.



# TARGET SETTING

Research on the effects and importance of goal setting on human psychology shows that this process is a powerful tool for enriching people's psychological well-being and charting a satisfying life path. Goal setting can help individuals discover themselves and realise their potential. This process offers individuals the opportunity to develop a sense of purpose in their lives and can increase their resilience.

An important aspect of target setting is that it is not only geared towards achieving goals, but also provides the opportunity to learn and grow throughout the process. When setting targets, anticipate the challenges you may face and develop strategies to deal with these challenges. This process requires dedication, perseverance and commitment to self-improvement. However, the acquisition and development of these characteristics can result in the satisfaction and well-being that goal setting provides for individuals.

It is important to remember that target setting is a continuous process. Once you have set your targets, it is important to monitor your progress and revise your targets when necessary. During this process, be honest with yourself and celebrate your successes. Every obstacle you encounter along the way will make you stronger on your way to achieving your targets.

The target -setting process will help people discover themselves, develop a sense of purpose, and chart a satisfying direction in their lives. The importance of this process is to enable individuals to focus on themselves and their lives, enabling them to lead a more fulfilling and meaningful life. Therefore, taking time for target setting and managing this process effectively will be an important turning point in one's life.



# TIME MANAGEMENT AND FOCUS

## TIME MANAGEMENT

Effective time management is essential for achieving success in today's fast-paced age. This involves not only organizing tasks and planning time efficiently, but also focusing attention and energy on the most important tasks. This approach can have a significant impact on psychological well-being.

The brain is open to new experiences and constant stimulation, but this desire can negatively affect productivity and focus. Multitasking may seem efficient, but it negatively affects cognitive performance. It increases the likelihood of making mistakes, reduces memory capacity and eventually leads to time wasting.

Focusing is the ability to direct your attention and energy to a specific task or goal without being distracted by irrelevant thoughts or external stimuli. Focusing on a single task allows our brain to fully engage. The prefrontal cortex, which is responsible for attention, planning and decision-making, thrives on focused activities. This is especially important in today's world where we are constantly bombarded with information and distractions from our phones, emails and social media. Research has shown that people who are better able to focus their attention and energy are more productive, creative and successful in their personal and professional lives.

From a psychological perspective, focus is essential for maintaining a positive and healthy mental state. When we are distracted, we are more likely to experience stress, anxiety and other negative emotions. This is because our brains are not designed for multitasking. When we try to do too many things at once, we become overwhelmed and our cognitive resources are depleted. This can lead to decreased performance, increased errors and feelings of burnout.

On the other hand, when we are able to focus our attention and energy on a specific task or goal, we are more likely to experience a sense of flow and engagement. Flow is an optimal state of experience where we are fully immersed in an activity and time flies by. This state is associated with increased creativity, productivity and happiness.



## TIME MANAGEMENT AND FOCUS

Moreover, focusing on the present moment can significantly improve our well-being by reducing stress and anxiety associated with thoughts about the past or future. Mindfulness meditation, a practice that focuses on non-judgemental awareness of the present moment, offers profound benefits for mental health and overall well-being. By cultivating mindfulness, individuals can develop a greater sense of clarity, calmness and resilience in the face of life's challenges. Research shows that regular mindfulness practice can lead to structural changes in the brain, promote emotional regulation and improve cognitive functions such as attention and memory. Furthermore, mindfulness has been found to have positive effects on physical health, including reducing inflammation and strengthening the immune system. Adopting mindfulness as a way of life can foster a deeper appreciation for the richness of each moment, improving our ability to enjoy life's simple pleasures and develop meaningful connections with others.

Strategies that can be used to improve the ability to focus include eliminating distractions and creating an environment conducive to focused work. This strategy includes switching off phone notifications, closing unnecessary internet tabs or finding a quiet space to work. Breaking tasks into smaller, manageable chunks and setting specific goals for each chunk can also be useful in developing the ability to focus. This can increase focus and motivation by enabling a clearer view of progress and achievements.

Practicing mindfulness meditation is also an effective strategy for improving the ability to focus. This type of meditation aims to focus attention and energy on the present moment and reduce stress and anxiety. There are many online resources for mindfulness meditation, which can include guided meditations and practices.

It is also important to take regular breaks and engage in activities to regain energy and focus. These activities can include taking a walk outside, exercising, or engaging in a hobby. Research shows that taking breaks can increase productivity, creativity and well-being.



# TIME MANAGEMENT AND FOCUS

In conclusion, the ability to focus is an essential skill for effective time management and has a significant impact on psychological health. By eliminating distractions, breaking tasks into smaller chunks, practising mindfulness meditation and taking regular breaks, we can improve the ability to focus and achieve goals more effectively. In today's increasingly distracting and overwhelming world, the ability to focus becomes even more important. By developing this skill, we can increase productivity, creativity and well-being and achieve success in our personal and professional lives.

## DEALING WITH PROCRASTINATION

Procrastination, a common problem among many individuals from diverse backgrounds, involves the voluntary postponement or delay of tasks despite awareness of the potential negative consequences. Although this behaviour is often perceived as simple laziness or lack of discipline, it actually reflects a complex interplay of psychological factors and well-being. When left unchecked, procrastination can have serious consequences for one's mental health and overall quality of life. It is therefore important to understand the psychological underpinnings of procrastination and develop effective strategies. Individuals can manage procrastination behaviour by adopting proactive approaches to reduce the harmful effects of procrastination, increase their productivity and mental health, and explore its effects on well-being.

From a psychological point of view, procrastination is often associated with anxiety, stress and low self-esteem. When we put off a task, we are often avoiding a task that we consider difficult, unpleasant or boring. This avoidance can create a tightly knit cycle of negative thoughts and feelings. For example, we may feel guilt or shame for not doing a task, which can lead to feelings of anxiety and stress. This can make it even more difficult to start the task and lead to more procrastination.

Procrastination can also have negative effects on self-esteem. When we continually put off important tasks, we may feel lazy, unmotivated or inadequate. This can lead us to avoid tasks because we think we will not succeed and feel even more inadequate when we fail. This can create a cycle between self-doubt and procrastination, causing procrastination to worsen.



## TIME MANAGEMENT AND FOCUS

In addition to the psychological consequences of procrastination, there are also physical consequences. Chronic stress and anxiety can negatively affect our immune system, making us more susceptible to illness. Procrastination can also lead to poor sleep habits, which can exacerbate feelings of stress and anxiety.

There are a number of factors that contribute to procrastination, including perfectionism, lack of motivation and fear of failure. Perfectionism can be a major barrier to completing tasks, as we may feel that we have to do everything perfectly or not at all. This can lead to feelings of overwhelm and paralysis, making it difficult to start a task. Lack of motivation can also contribute to procrastination, as we may fail to see the value or importance of a task and therefore lack the motivation to complete it. Fear of failure can also be an important factor, as we may avoid tasks that we perceive as difficult or challenging in order to avoid the possibility of failure.

Fortunately, there are a number of strategies that can help us overcome procrastination and improve our health. One of the key strategies is to break tasks down into smaller, more manageable chunks. This can help us feel less overwhelmed and more motivated to start working on a task. It can also be useful to set specific goals and deadlines for each piece of work, as this can help us stay focused and motivated.

Another strategy is to practice self-compassion. This means accepting that procrastination is a common and normal human behavior and does not define us as a person. Instead of beating ourselves up for procrastinating, we can show ourselves compassion and understanding and focus on taking small steps toward completing the task.

It can also be helpful to seek support from others. This may involve talking to a trusted friend or family member about our struggles with procrastination, or seeking professional help from a therapist or coach. By working with a professional, we can identify the underlying causes of our procrastination behavior and develop strategies to overcome it.



## TIME MANAGEMENT AND FOCUS

To summarise, procrastination is a widespread problem affecting individuals across different domains and poses significant risks to psychological and physical well-being. Research to understand and cope with this problem helps us to understand the complex factors underlying procrastination behavior. By developing effective coping strategies, we can reduce procrastination and increase productivity. Strategies such as dividing tasks into smaller parts, improving time management skills, creating reward systems and increasing motivation can be effective in addressing procrastination behavior.

On the other hand, although procrastination is often perceived in a negative way, this behaviour can actually offer an opportunity for personal development. Reflecting on the reasons for procrastinated tasks can be a starting point for self-knowledge and development. This process can allow one to increase one's emotional intelligence and become more self-confident. Therefore, understanding and addressing procrastination behaviour can help a person lead a healthier life and achieve more success.

Overcoming procrastination behaviour is certainly not an easy process. However, taking steps and developing effective strategies to address this behaviour can significantly improve one's quality of life. Applying these strategies can reduce procrastination behaviour over time and help a person lead a more productive and happy life.





# WELLBEING AND POSITIVE PSYCHOLOGY (PERMA)

PERMA, which is an important model in the field of Wellbeing and Positive Psychology and consists of five basic components.

The PERMA (Positive Emotions, Engagement, Relationships, Meaning, Accomplishment) model stands out as a scientific framework for happiness and satisfaction. This model was developed by Martin Seligman and provides a structure used to make people's lives more fulfilling. The PERMA model includes five basic components:

- **Positive Emotions:** It emphasizes the importance of positive emotions such as joy, gratitude and satisfaction experienced in daily life. Research shows that these emotions increase resilience and improve quality of life in general.
- **Engagement:** Also known as flow experience, this is when a person fully concentrates on an activity and forgets how time passes. Such activities make people feel more fulfilled.
- **Relationships:** Healthy and supportive relationships are known to have a great impact on happiness and life satisfaction. Good relationships strengthen people's social connections and provide support in difficult times.
- **Meaning:** Emphasizes the importance of finding purpose and meaning in life. A meaningful life is associated with acting in accordance with one's values and dedicating oneself to a greater purpose.
- **Accomplishment:** It is known that achieving goals and a sense of achievement make people feel good about themselves. Achievements increase self-confidence and encourage further progress.

According to Seligman, these five elements are not independent of each other; they work together synergistically. Positive emotions can foster commitment, strong relationships can provide a sense of meaning, and achievements can increase positive emotions. By focusing on developing all five elements of PERMA, individuals can create a life that is not only happy, but thriving and fulfilling.



# Social Inclusion of Women for Better Life Through Sport



## CONTACT

**NUR ERADLI**

Project Coordinator

RS4Women

[rs4women.eu@gmail.com](mailto:rs4women.eu@gmail.com)



Funded by  
the European Union

RS4Women, "Social Inclusion of Women for Better Life Through Sport", has received funding from the EU Erasmus+ Programme (2021-2027); ERASMUS-SPORT-2023, under the agreement No.101133376

[www.rs4women.com](http://www.rs4women.com)