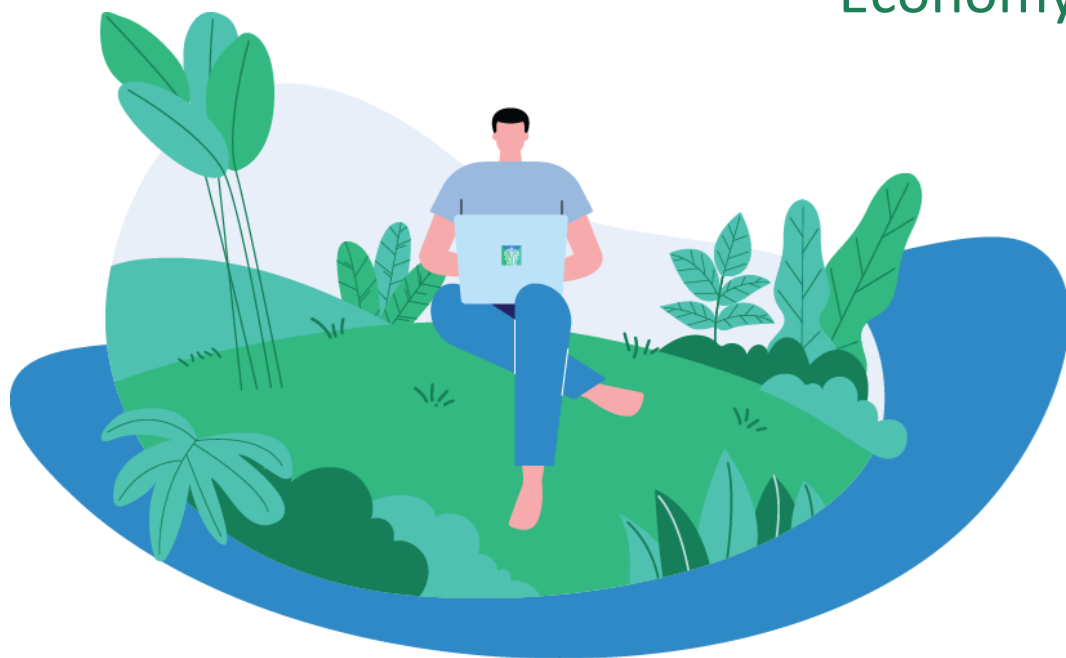




Reliable Green –

Remote work, telework and learning with innovative and accessible educational resources for businesses and labour markets in Europe's Green Economy



Adaptive telework toolkit for SMEs

Module 5: Self-Regulation

By Rightchallenge

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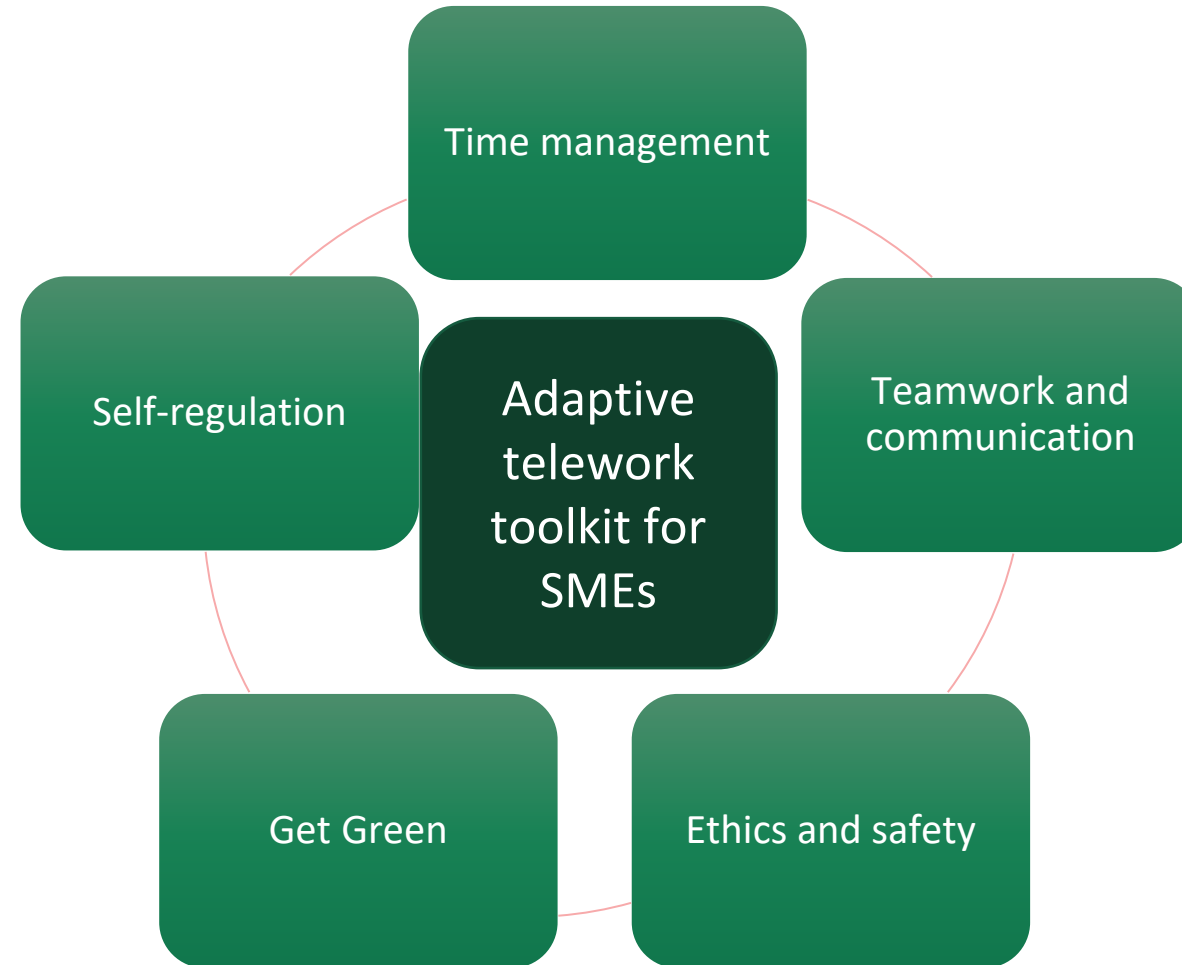


Introduction



The five modules of the Adaptive telework toolkit for SMEs

The learning course consists of 5 modules



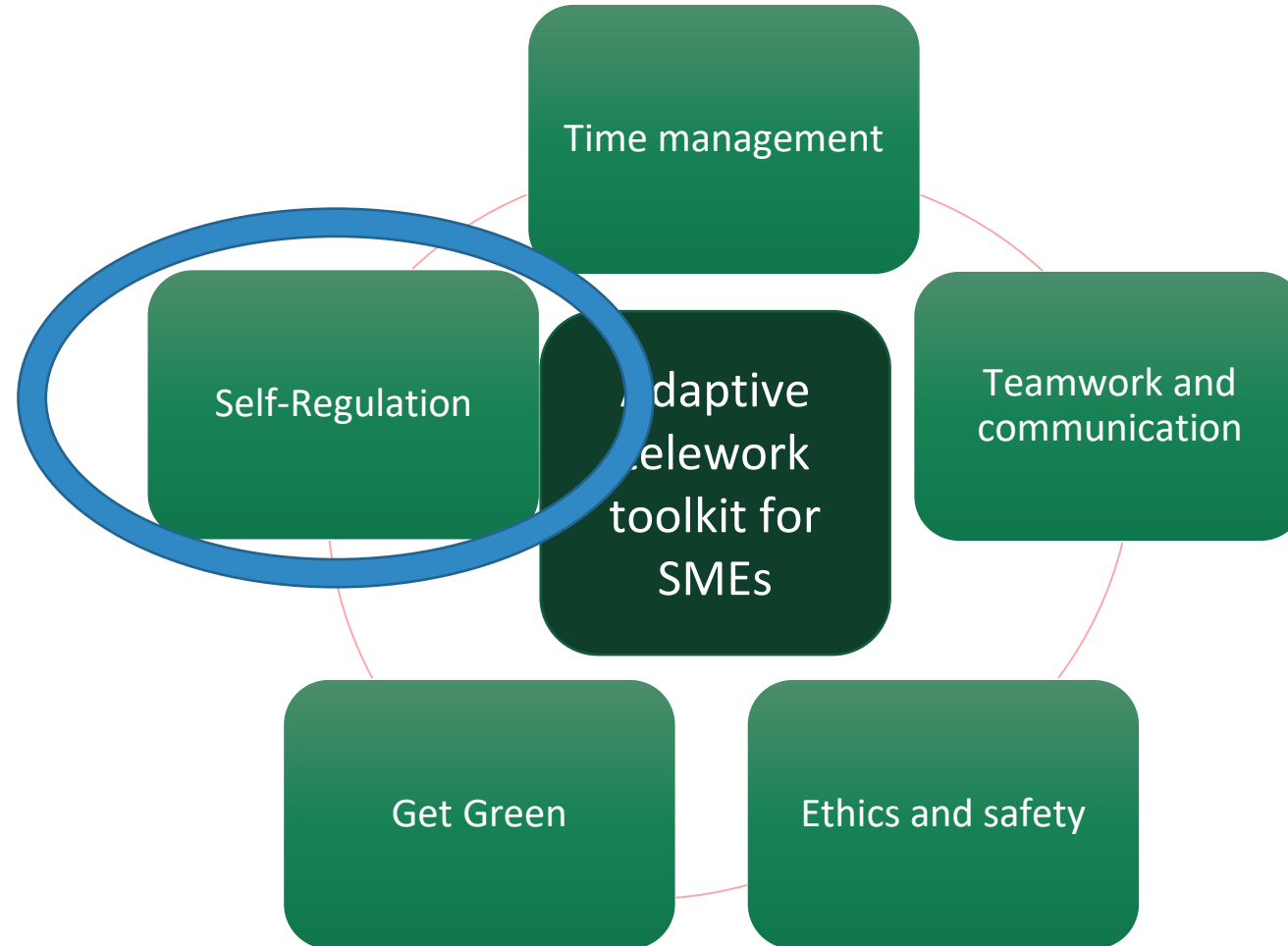
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The five modules of the Adaptive telework toolkit for SMEs

Today, we focus on
Self-Regulation



At the end of this module, the learners will be able to:



Knowledge

- Understand what the psychological benefits of work are.
- Understand what self-regulation is.
- Understand the different kinds of motivation (intrinsic and extrinsic) and their relationship to self-motivation.
- Develop knowledge on the psychosocial challenges and risks to self-regulation in the workplace.
- Develop knowledge on self-regulation and remote working and how to make home a healthy work environment.



Skills

- Be able to reflect on how work fulfills or not individual psychological needs.
- Be able to identify how self-regulation is developed.
- Be able to self-reflect on ones' own motivational trends.
- Be able to identify psychosocial challenges to self-regulation in current job.
- Be able to introduce and ask for changes to remote working environments to make them healthier.



Competences/

- Become aware of the influence of work and its conditions on satisfaction and fulfilment with work, developing supportiveness and empathy towards colleagues.
- Become conscious of individual potential regarding self-regulation.
- Become conscious of the impact of motivation and self-regulation on work.
- Become conscious of individual strengths and weaknesses regarding self-regulation.
- Become aware of possible strategies to cope with psychosocial challenges and stress.

The Psychological Impact of Work



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According to the World Health Organization (2022), as of 2019, 15% of working adults have a mental disorder and around the globe about 12 billion working days are lost per year due to mental health issues.



Psychological Benefits of Work (Paul & Batinic, 2009)

Livelihood

Purpose

**Sense of confidence
and achievement**

Financial access

Routine

Sense of community



Pros Work-Life Balance

Flexible and autonomous environment

Productivity

Morale and job satisfaction

(Shimura et al., 2021)



Cons Social Isolation

Fatigue and Burnout

Misunderstandings

Limit access to Resources

(Bertoni et al.,2021)



What benefits of work can identify you on your daily basis?



What Psychological benefits/challenges you personally face working remotely?

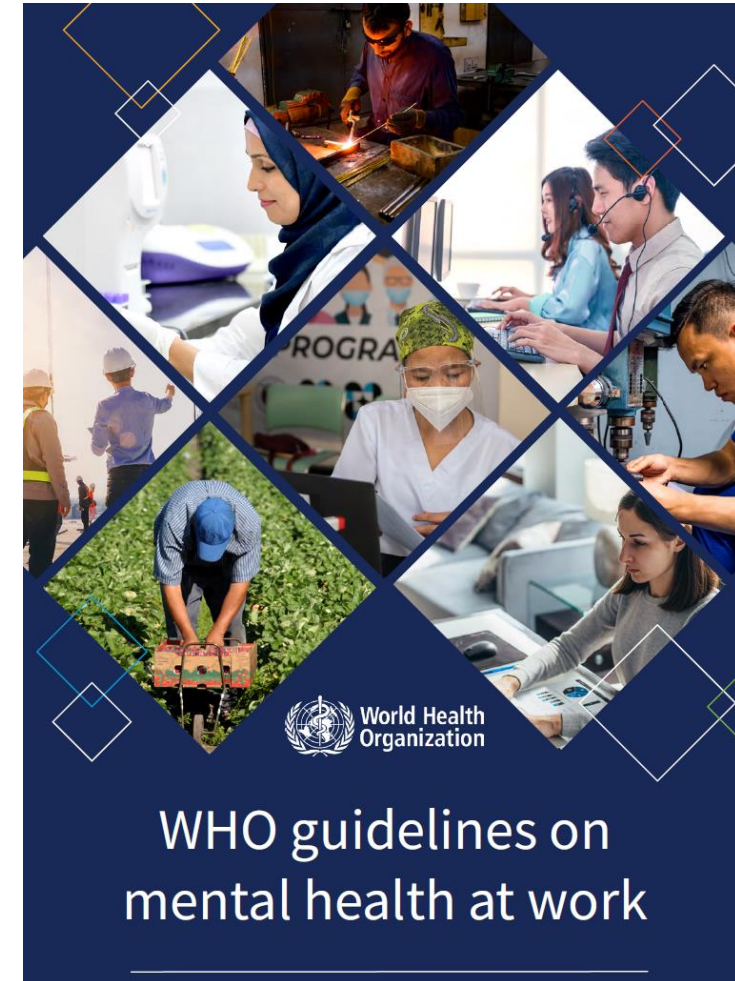


The “Guidelines on mental health at work” by WHO (2022)

Provides evidence-based suggestions for the improvement of the mental health of workers.

The recommendations highlight the need for collective interventions, such as, analyzing work and organizational structures, cultures, and policies.

In addition, the guidelines offer a set of recommendations tailored for managers and workers that can be effective in preventing, protecting, promoting, and supporting their mental health.



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- Bertoni, M., Cavapozzi, D., Pasini, G., & Pavese, C. (2021). Remote working and mental health during the first wave of the COVID-19 pandemic. *Available at SSRN 411199*
- Paul, K. I., & Batinic, B. (2009). The need for work: Jahoda's latent functions of employment in a representative sample of the German population. *Journal of Organizational Behavior*, 31(1), 45–64.
<https://doi.org/10.1002/job.622>
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- World Health Organization. (2022, September 28). Guidelines on mental health at work. *World Health Organization*. <https://www.who.int/publications/i/item/9789240053052>
- World Health Organization: WHO. (2022, September 28). *Mental health at work*.
<https://www.who.int/news-room/fact-sheets/detail/mental-health-at-work>





<https://youtu.be/eYLEP-bxXv8>



<https://youtu.be/miulUe39hcE>



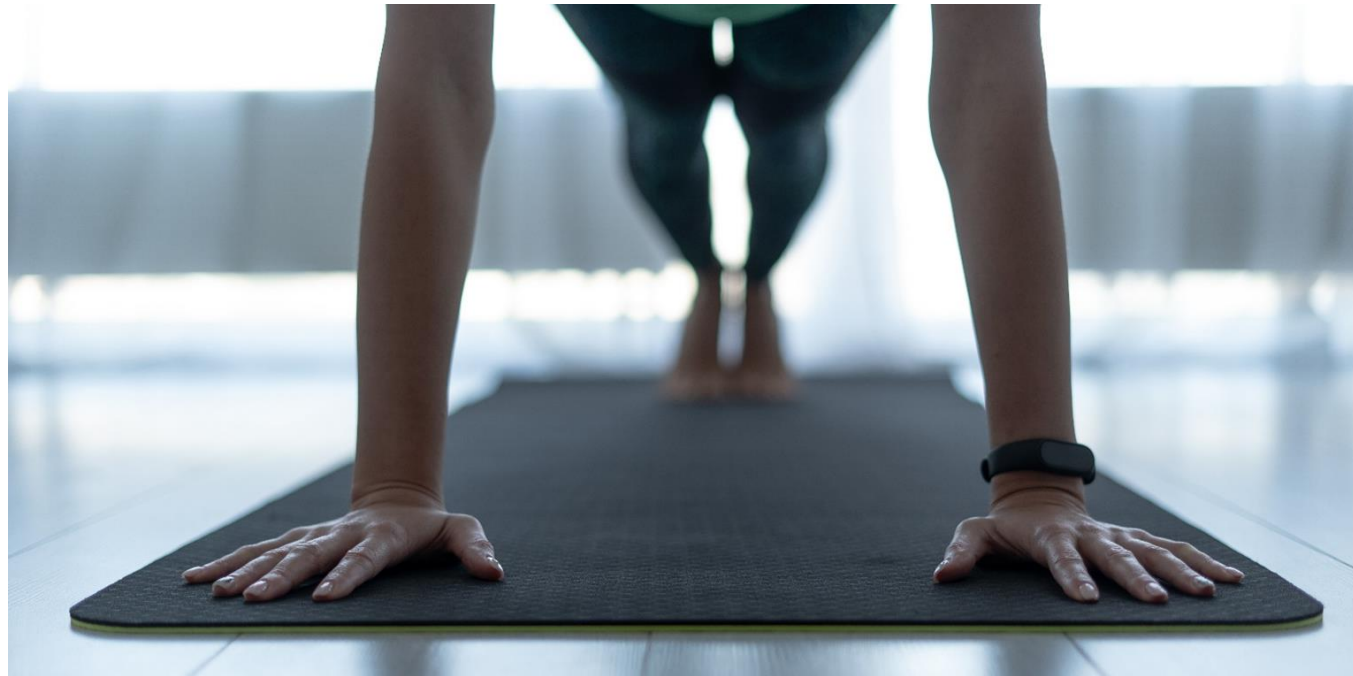
<https://youtu.be/pjRO0QcvPJI>

Reflect on the similar points made in the different videos, the main conclusions and the recommendations given to protect and promote individuals' satisfaction and fulfilment with work.

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Self-Regulation: Framework and Strategies



What is self-regulation?



Self-regulation is a process that includes all efforts and strategies developed and employed by an individual to attain and maintain goals.

In Self-regulation we can include how individuals manage thoughts, emotions, and behaviors to achieve desired outcomes and goals. Self-regulation not only includes conscious efforts to manage time and resources but also involve automatic processes of the brain.

(Lord et al., 2010)

<https://youtu.be/FZFIB2AxSM0>

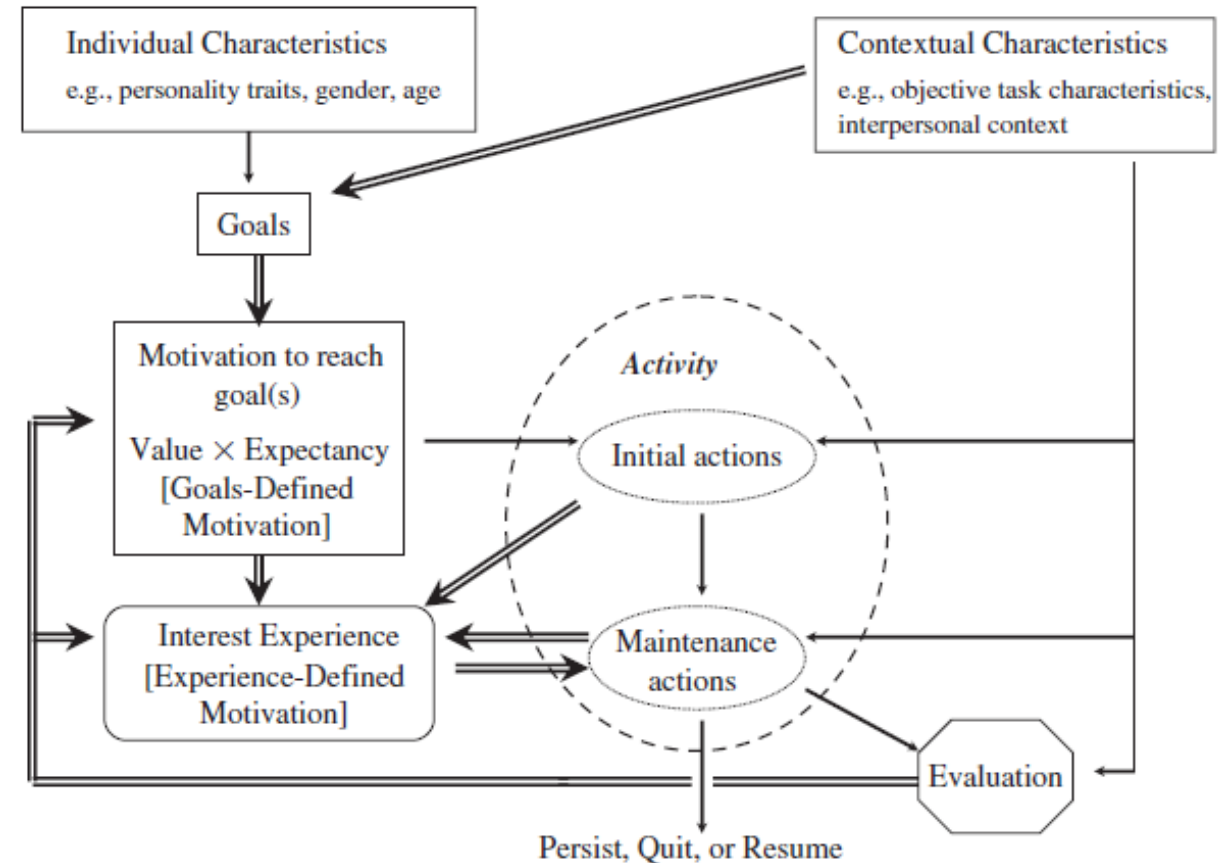


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“Maintaining activity engagement: Individual differences in the process of self-regulating motivation” by Sansone and Thoman (2006)



Debate the Following Questions

Why do you think self-regulation is important in the workplace?

What do you think employees can do to improve the processes of self-regulation at work?

What you think employers can do to improve their staff's self-regulation?





<https://youtu.be/u7r0x8ktfhE>



(Herrity, 2023)



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1. Creating enabling environments that promote employees' confidence with support and constructive feedback.
2. Diagnose what resources or new knowledge would the employee need to succeed and ensure that those are met.
3. Provide teams with clear objectives and expectations.
4. Provide teams with clear objectives and expectations
5. Protect teams' psychological safety, supporting them with coping with the unexpected and issues.

(Kester, 2022)

How can employers help their employees develop better self-management skills?



<https://youtu.be/fm9kxMRCAGI>



Herrity, J. (2023, February 4). *Self-Management Skills: Definition, Examples and Tips*. Indeed Career Guide. <https://www.indeed.com/career-advice/career-development/self-management-skill>

Kester, L. (2022, August 22). *Self-Management Skills in the Workplace: Why They're Important and How to Develop Them*. Wonderlic. <https://wonderlic.com/blog/soft-skills/self-management-skills-in-the-workplace-why-theyre-important-and-how-to-develop-them/>

Lord, R. G., Diefendorff, J. M., Schmidt, A. M., & Hall, R. J. (2010). Self-regulation at work. *Annual review of psychology, 61*, 543-568.

Sansone, C., & Thoman, D. B. (2006). Maintaining activity engagement: Individual differences in the process of self-regulating motivation. *Journal of Personality, 74*(6), 1697-1720.



Turning Self Control into Self-Regulation

Utilizing the **“Self-Regulation Awareness” Worksheet** record the following information for each identified time

1. Time of day
2. Situation or trigger that led to a self-regulation challenge
3. Emotions
4. Thoughts
5. Specific behavior or actions that you engaged in
6. Outcome of the situation



Self-Regulation Awareness Worksheet

Context	Time of the Day	Emotions
Reflect on your daily routines and identify and describe a time, event or situation when you struggle with self-regulation.	Identify the date and time of the day when that event or situation happen	What emotions did you feel in response to the situation or event?
<hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>
Thoughts	Behaviors	Outcome
What did you think about and what came to your mind during that situation or event?	What did you do to face or in response to that the situation or event?	What was the result or outcome of that situation or event?
<hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>

Motivation



Motivation Work Journal

Utilizing the **“Motivation Journal” Worksheet** reflect on your current motivation levels and identify the things that motivate you in your personal and professional life.

Brainstorm strategies for increasing motivation, such as setting achievable goals, finding accountability partners, and celebrating successes, etc.



Motivational Journal Worksheet

A motivation journal consists of regular entries where people reflect on goals and identify any difficulties that may be impacting motivation.

The main goal of a motivation journal is to provide a way to track progress and increase motivation over time. By taking time to reflect on goals, accomplishments, and challenges, individuals can gain a clearer understanding of what motivates them. This self-awareness can help identify strategies to increase motivation levels and make positive changes.

Utilize this worksheet to record your motivational levels, progress, thoughts, and feelings through your workday.



What is motivation?

Motivation is a process by which activity directed towards achieving goals is investigated and sustained.

It is a dynamic aspect of behaviour through which we seek to understand the process of orienting behaviour towards preferred situations and goals. It is generally defined as an inner state that stimulates, directs, and maintains behaviour and a process rather than a product.

Ryan and Deci (2000)



Intrinsic

The intrinsic motivation paradigm focuses on the internal motivational state of the individual. The subject of motivation is not the person but the task, people are not “motivated” or “unmotivated”, it is the performing of a task that is intrinsically or extrinsically motivated.

Extrinsic motivation is a construct that describes the process of performing an activity to obtain something that is external to the activity itself (an outcome/consequence). It characterizes behaviors performed to satisfy demands or obtain external rewards.

The most autonomous form of extrinsic motivation is integrated regulation. Integration takes place when regulations by identification have been fully assimilated by the subject. As the reasons for performing an action are internalized, extrinsically motivated actions become more autonomous or self-determined.

Ryan and Deci (2000)



Perceived competence

Positive Feedback

Fostering autonomy

Ryan and Deci (2000)



Ryan, R. M., & Deci, E. L. (2000). Intrinsic and extrinsic motivations: Classic definitions and new directions. *Contemporary educational psychology, 25*(1), 54-67.

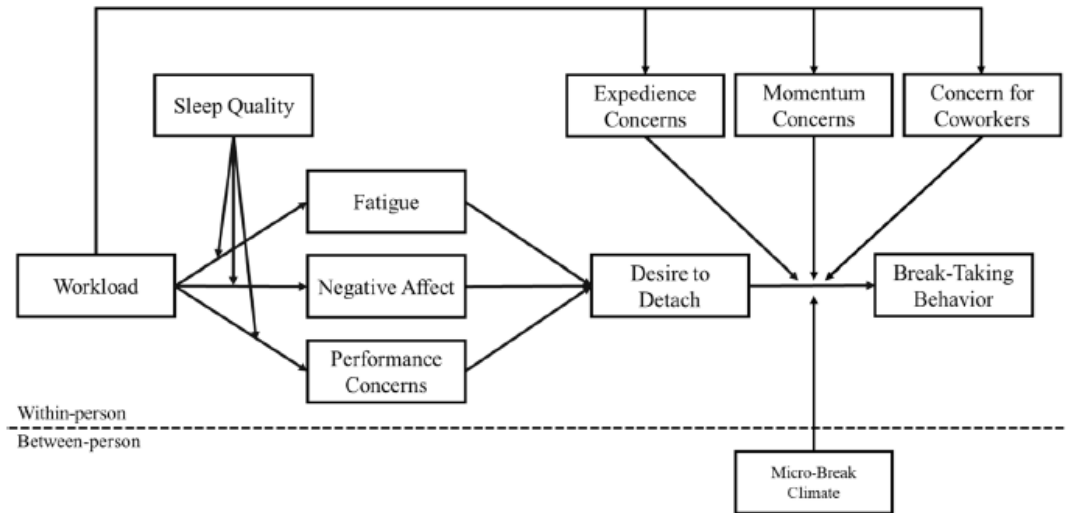
Sansone, C., & Thoman, D. B. (2006). Maintaining activity engagement: Individual differences in the process of self-regulating motivation. *Journal of Personality, 74*(6), 1697-1720.



Taking breaks, technological risks to self-regulation and procrastination



Why do people (not) take breaks? An investigation of individuals' reasons for taking and for not taking breaks at work” by Phan and Beck (2006)



Self-regulation and performing work tasks require energy, which is a resource divided by individuals by all tasks and responsibilities they have and is also finite. Taking breaks during the workday can help preserve energy and maintain levels of performance. However, employees restrain from taking breaks, maybe due to workload or due to other dimensions, such as, concerns regarding lack of productivity or an organizational culture or climate where breaks aren't acceptable or frowned upon

(Phan & Beck, 2023).

Organisations play a critical role in break-taking, so managers and leaders should:

- Be flexible regarding the timing, frequency, or duration of employees' breaks;
- Address work conditions or workload that can lead to burnout and negative emotions; promote employees' physical comfort at work with ergonomic workspaces;
- Offer or implement training or workshops on how to improve sleeping habits
- Encourage workers to leave work at work by only contacting them if strictly necessary outside working hours.

(Phan & Beck, 2023).



What can you do during your work break, that doesn't involve using technologies?

2.

3.

4.

5.

6.



Why disconnecting?

Digital technologies are a commodity for any typical administrative or corporative worker but are also related to the fragmentation and interruption of workflow. Technologies represent involuntary disruptions, distractions, and interruptions during the workday.

Additionally, being “chronically online” poses a social behavioral challenge as it blurs the lines between work and life. Nowadays workers have technology, information, and interruption overload. This overall is linked to job stress and to reducing productivity and well-being at work. These technological intrusions and distractions represent a risk to self-regulation as managing multiple connections develops barriers to employees’ engagement

(Orhan et al., 2021)



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[https:// doi. org/ 10. 1037/ a0020 628](https://doi.org/10.1037/a0020628)



Self-Regulation and Remote Working



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Exploring Psychosocial Challenges to Self-Regulation in the Workplace

On the "[Self-Regulation in the Workplace](#)" [Worksheet](#), after reflecting, write down the psychosocial challenges you face in their current job that make self-regulation difficult, being specific and detailed, giving examples of concrete situations (such as, checking social media too much or procrastinating “boring” tasks).

Using the list of challenges identify patterns and common themes, being the challenges that seem to be more prevalent than others or the ones more difficult to overcome.

Reflect on your strengths when it comes to self-regulation, if you already apply any strategies or techniques, for example, do if you prioritize tasks or take strategic breaks.

Finally, reflect on weaknesses when it comes to self-regulation, what you struggle with or any habits or behaviors that get in the way of their self-regulation.

Use all this information to brainstorm solutions that help you keep focused.



Self-Regulation at the Workplace Worksheet



Challenges	Patterns	Strengths	Weaknesses	Solutions



<https://youtu.be/3lywJA9dT7E>

Watch the following video to get to know more about how to develop an effective remote work routine

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Reflect on the points made in the video, the main conclusions and the recommendations given to introduce changes to remote working environments to make them healthier and possible strategies to cope with psychosocial challenges and stress when working remotely.

Choose one of the strategies to make remote working environments healthier or to cope with psychosocial challenges and stress when working remotely and brainstorm how to implement it on your workday.



Thank you for participating!



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