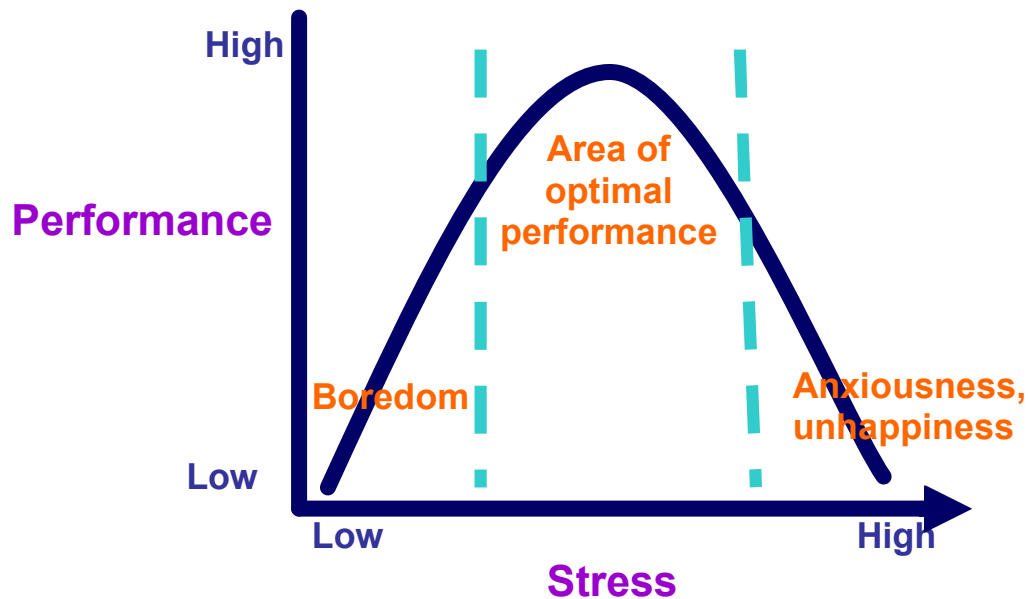




Stress Management

How Can Stress Affect You?



Points to remember about stress

- A reasonable amount of stress can enhance productivity.
- Life events don't necessarily cause stress. You have the power to respond either positively or negatively.
- Many stressors are based in your daily habits and the ways that you "talk to yourself" about what has happened.
- Rigid standards and expecting perfection often lead to stress.
- Unmanaged stress can cause diseases, like ulcers, heart attacks and depression. Other diseases are caused by the habits people acquire to cope with stress such as smoking, drinking or drug abuse.
- There is a spill-over effect between work and home environments. Distress or satisfaction in one area influences how you manage in the other area.
- Low level of personal control with high level of demands can create severe stress.
- Stress can result from major life events.
- You *can* learn to manage your stress.

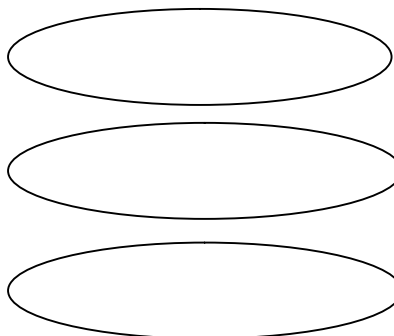
Stress Management Strategies	Stress Reduction Strategies
<ul style="list-style-type: none"> • Say "NO" • Take mandatory breaks • Set aside worry time • Know your stressors and prepare ahead of time • Plan & stay organized • Self talk 	<ul style="list-style-type: none"> • Deep breathing • Talk / write / draw • Laugh - use humor • Exercise • Eat appropriately Relaxation • Listen to music • Sleep appropriately

Quick Tips

<ul style="list-style-type: none"> • Get up 15 minutes earlier • Prepare for the morning the night before • Avoid tight fitting clothes • Avoid relying on chemical aids • Set appointments ahead • Don't rely on your memory ... write it down • Practice preventive maintenance • Believe in yourself • Stop negative self-talk 	<ul style="list-style-type: none"> • Make duplicate keys • Say "no" more often • Set priorities in your life • Avoid negative people • Use time wisely • Simplify meal times • Always make copies of important papers • Anticipate your needs • Repair anything that doesn't work properly • Look for a silver lining • Say something nice to someone 	<ul style="list-style-type: none"> • Ask for help • Break large tasks into bite size portions • Look at problems as challenges • Look at challenges differently • Unclutter your life • Smile • Walk in the rain • Schedule play time into every day • Take a bubble bath • Be aware of the decisions you make
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ACTION PLAN

3 of your major stresses:





What you can do to manage them better:

