

Tips to Reduce Stress

- Work through difficult relationships as best you can but also give yourself permission to take a break for a while.
- Get a complete physical: an accurate assessment of your health. If you are currently experiencing symptoms of stress, your physician will assess their significance and prescribe a treatment. Follow that advice.
- Begin the journey towards a healthier lifestyle. Health is a buffer against stress. Increasing your physical stamina through diet, exercise and rest will help you combat the stressors in your life.
- Take a time management course. The more you can control the pace of your day, the more you will control your stress.
- Manage multiple assignments through effective planning, working with teams and intelligent use of information and technology. Find the one thing that you do routinely that has the least utility and eliminate it.
- Take short, energizing breaks throughout the day. Go for a walk during lunch. Carry a book of poetry or affirmations for a quick "pick-me-up".
- Practice relaxation techniques: close your eyes, focus on peaceful thoughts, inhale and exhale deeply and slowly two or three times. Do this when you feel stressed.
- Find balance in your life. Learn when to say no. You cannot be all things to all people. Perspective and balance are essential for physical and psychological health. Spend time with family, spiritual groups, clubs, hobbies, sports, recreation, or any other activity that removes you from the stress of work.
- Release pent-up energy at an appropriate place and time. Do vigorous exercise, sing, draw, write, talk, scream and shout. When something is bothering you, share it with co-workers, close friends, confidantes, family members or counselors.
- Stop expecting perfection. You have a right to expect excellence but allow yourself (and others) time to learn and grow.

Adapted from *Smart Moves for People in Charge*, Sam Deep and Lyle Sussman.