

Stressed ???

25 Ways of Combating Job Stress

1. Start off your day with breakfast, at home or on your way to work.
2. Occasionally change your routine by meeting a friend or co-worker for breakfast, or changing your driving route to work.
3. Avoid drinking coffee or soft drinks all day; drink water or fruit juice instead.
4. Organize your work -- set priorities.
5. Write things down, don't overburden your memory.
6. Don't try to be perfect, to do everything right at all times.
7. Don't try to do two or three or more things at once.
8. Consider occasionally coming in earlier or staying later instead of taking your work home with you every night.
9. Reduce the noise level if possible.
10. Consider planning or scheduling uninterrupted blocks of time where you are unavailable to complete work.
11. Create a pleasant work environment in your immediate surrounding insofar as possible.
12. Speak up about petty annoyances while respecting the other's feelings.
13. Develop co-worker support networks.
14. Take or make creative lunch breaks, plan to have lunch with different co-workers, or have lunch occasionally brought in.
15. Take a ten or twenty-minute meditation break, do yoga or exercise during conference period.
16. Optimize your health with good nutrition, exercise, sleep and rest.
17. Monitor your work, rest, & recreation time. Are they in balance? Are changes needed?
18. Develop with co-workers your events or activities that serve as a break in routine.
19. Develop a wider variety of sources of gratification in your life, family, friends, hobbies, interests.
20. Plan occasional special weekends or mini-vacations.
21. Be assertive, learn how to express differences, make requests and say "no" constructively. Consider taking a course in assertive training.
22. Don't overlook the emotional resources available to you that are close at hand -- co-workers, supervisors, counselors, spouse, and friends.
23. Make more time for yourself and your interests.
24. Restrict telephone calls by having them held or close the door when you are extra busy or need to concentrate.
25. Sleep, Sleep, sleep and generate FUN in your life!!!

For more information or to book a workshop contact:

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