

STAYING STRESS FREE

#1 LEARN TO RELAX

Everyone gets stressed. Take a few minutes each day to calm yourself down. By doing this, you can help to stay stress free.



COMMUNICATE #2

When we spend so much of our time around our co-workers, it is common to find things that irritate you. Learn to address your concerns in a considerate manner and openly communicate with others to create a better workplace environment.

#3 TIME IS ON YOUR SIDE

Feeling like there is a lack of time to complete your daily tasks is a common reason why we get stressed. Plan your tasks at the start of the day, and try sticking to that schedule as much as possible.



AVOID OVERLOAD #4

Try to keep in mind that you don't always have to say "yes" to everything. Schedule your workload more effectively, and make note of how many additional tasks you can take on.



Facts On Stress

Stress is the human body's natural response to any change in the environment that requires an action, reaction, or adjustment to what's normal. How a person handles it very much defines stress for that person. It is a normal part of life that can either help us learn and grow or can cause us significant problems. See below for some interesting facts about stress.

10 Facts About Stress



1. **THE "SILENT KILLER"** - Stress has been called America's #1 health problem. It is known as the "silent killer" and can lead to heart disease, high blood pressure, chest pain, and an irregular heartbeat.
2. **LAUGH MORE OFTEN** - Laughing lowers stress hormones (like cortisol, epinephrine, and adrenaline) and strengthens the immune system by releasing health-enhancing hormones.
3. **PRIMARY CARE VISITS** - It is estimated that 75% - 90% of all visits to primary care physicians are due to stress related problems.
4. **REDUCING STRESS** - Stress can be managed by seeking support from loved ones, regular exercise, meditation or other relaxation techniques, structured timeouts, and learning new coping strategies to create predictability in our lives.
5. **EXTREME STRESS** - 1 in 5 Americans experience extreme stress. This includes shaking, heart palpitations and depression.
6. **STRESS AT WORK** - 80% of the workforce feels stress on the job, while 42% of the workforce say that their co-workers need help.
7. **PEOPLE CAN BECOME NUMB TO STRESS** - People can become so accustomed to stress, that they become numb. Some have become so adapted to the daily pressures, irritations and annoyances of life that it starts to seem normal.
8. **OVEREATING** - 38% of adults report overeating or eating unhealthy foods in the past month due to stress.
9. **SLEEPING** - Those who sleep less than 8 hours per night report higher stress levels than those who get 8 hours or more per night.
10. **STRESS DURING THE HOLIDAYS** - 8 out of 10 Americans anticipate stress during the holiday season. Two-thirds of Americans claim financing the holidays is a significant stress factor.

Types Of Stress

Positive & Negative

Distress

- Causes anxiety or concern.
- Can be short, or long term.
- Decreases performance.
- Feels unpleasant.
- Can lead to mental/physical problems.

Negative stress typically appears because our normal routine is adjusted and altered. Trying to adapt to this new situation causes distress (negative stress). Distress typically causes feelings of anxiety, discomfort and unfamiliarity. Distress can be divided into two types of stress - Acute Stress, and Chronic Stress.

Acute Stress: Short-term stress that intensifies and disappears quickly.

Chronic Stress: Long-term stress that can exist for an extended amount of time (weeks, months, or even years).

Examples Of Negative Personal Stressors:

- Change in responsibilities at work
- Marital separation/divorce
- Marriage
- Schooling
- Change in living conditions
- Trouble with boss
- Change in sleeping habits
- Bankruptcy/money problems
- Children's problems at school
- Legal problems

Positive stress affects our activities. It is a type of short-term stress that increases our immediate strength. Eustress (positive stress) aids individual motivation and individual inspiration at times of creativity, physical activity, enthusiasm or excitement.

Eustress

1. Motivates, focuses energy.
2. Is short-term.
3. Feels exciting.
4. Improves performance.

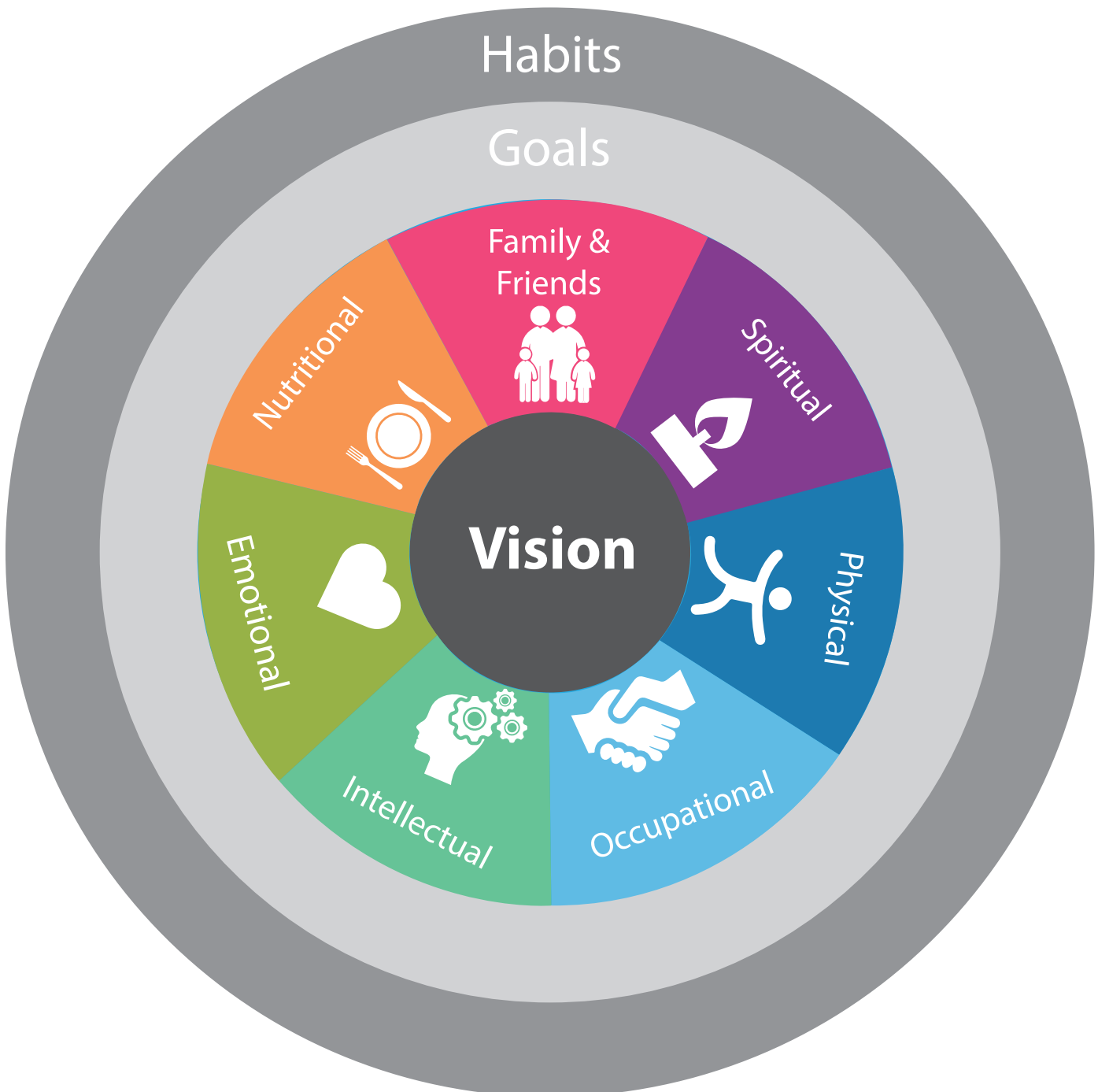
Examples Of Positive Personal Stressors:

- Receiving a promotion or raise at work
- Starting a new job
- Marriage
- Buying a home
- Having a child
- Taking a vacation
- Holiday seasons
- Retiring

The Wholeness Wheel

The Wholeness Wheel is meant to be a reminder that being truly healthy is about maintaining all of the sections of the Wheel. It also is available to use as a reference to strengthen sections in your life that may need more attention than other sections of the Wheel.

Where to start: Begin by assessing which areas you are most confident and comfortable with in your life. Gradually work on the areas that need strengthening to help you gain an overall healthier appreciation of life.



Refueling Quiz

What percentage of the time do you get an adequate amount of each of these?

Family & Friends ▶ 0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%

Spiritual ▶ 0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%

Physical ▶ 0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%

Occupational ▶ 0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%

Intellectual ▶ 0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%

Emotional ▶ 0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%

Nutritional ▶ 0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%

Relieving Stress - Setting Goals



Revisit the wholeness wheel. For each category listed below, write down the things you are doing well, and the areas you need improvement. Then, write a goal or two for each category.

Category	What I'm Doing Well	Where I Need To Improve	My Goals
Family & Friends			
Spiritual			
Physical			
Occupational			
Intellectual			
Emotional			
Nutritional			

20 Ways To Manage Stress

#1

Avoid caffeine

#2

Indulge in physical activities

#3

Get more sleep

#4

Try relaxation techniques

#5

Talk to someone

#6

Keep a stress diary

#7

Take control

#8

Work on time management skills

#9

Avoid alcohol & nicotine

#10

Focus on one thing at a time

#11

Keep your daily to-do list short

#12

Don't make mountains out of molehills

#13

Spend 80% of your time focusing on a solution

#14

Ask instead of guessing

#15

Pack your bag before you go to sleep

#16

Disconnect over the weekend

#17

Eliminate - you don't have to do everything in one day

#18

Be 10 minutes early

#19

Keep a simple workspace

#20

Listen to yourself

Stress Management

Refueling Your Tank



Your emotional tank fuels how you handle stress, and running on empty can be damaging. Take a look at the examples listed below. Following a few of these suggestions can help you keep your “stress tank” full.

Managing Stress

- ▶ Organize Your Time
- ▶ Follow Your Bio-Clock
- ▶ Make “To-Do” Lists
- ▶ Throw It Away
- ▶ Learn To Say No
- ▶ Don’t Procrastinate
- ▶ Think In Steps
- ▶ Take Breaks
- ▶ Share A Problem
- ▶ Eat A Well Balanced Diet
- ▶ Sleep
- ▶ Take A Real Vacation
- ▶ Leave Work At Work
- ▶ Transition
- ▶ Practice Relaxation

Family Stress Management

- ▶ Take Time For The Family
 - ▶ Work At Household Chores Together
 - ▶ Share At Least One Meal Together Each Day
 - ▶ The Family “Event”

Relaxation Techniques

- ▶ Deep Breathing
- ▶ Taking A Walk
- ▶ Listening To Music
- ▶ Muscle Relaxation
- ▶ Mentally Rehearsing
- ▶ Meditating
- ▶ Exercise
- ▶ Talking With A Friend
- ▶ Engaging In An Activity