

Staying Balanced: Ways of Handling and Preventing Stress



- Start off your day with breakfast.
- Plan your day each morning.
- Occasionally change your routine by meeting a friend or co-worker for breakfast.
- Avoid drinking coffee whenever possible and try water instead.
- Find some time during the day for relaxation response and mini breathing exercises.
- Organize your work and set priorities.
- Make and use lists.
- Don't try to be perfect. Don't feel you have to do everything.
- Don't try to do more than one thing at a time.
- Reduce the noise level in your environment when possible.
- Speak up about petty annoyances while respecting others' feelings.
- Develop a co-worker support network.
- Don't take your work home with you or on breaks (unless absolutely necessary).
- Get regular exercise.
- Always take a lunch break (preferably not at your desk).
- Optimize your health with good nutrition, sleep and rest.
- Develop your own brand of "happy hour" with co-workers: parties, birthday and holiday celebrations, and other events that act as a break in the work routine.
- Look at unavoidable stress as an avenue for growth and change.
- Be assertive. Learn to express your needs and differences, to make requests, and to say 'no' constructively.
- Don't overlook the emotional resources available to you that are close at hand: co-workers, spouse, friends and family.
- Commit to the positive and avoid destructive solutions, i.e. overeating, alcohol, drugs
- Plan your future: more control means less stress

Take advantage of life! Enjoy!