

### Personal Life Tips

- > **Get enough rest.** Doctors recommend at least eight hours of sleep a night for adults.
- > **Exercise Regularly.** Swimming, running, brisk walking, aerobic exercises and other repetitive fitness activities are especially beneficial. Experts recommend exercising at least 20 to 30 minutes three to five times a week.
- > **Engage in fulfilling activities.** Take a little time each day for something you like to do: a hobby, a walk with your partner, an hour with a good book, a home improvement project, etc.
- > **Avoid caffeine, nicotine and other stimulants.** These common drugs can actually induce stress and anxiety. A simple step like switching to decaffeinated coffee can have a real effect on your stress level.
- > **Avoid alcohol, tranquilizers and recreational drugs.** These may contribute to anxiety and depression and an increased sense of loss of control.

### Workplace Tips

- > **Exercise during breaks or lunchtimes.** Work-related stress can be especially high for those who sit most of the day. Simple steps like taking the stairs or walking for 15 minutes after lunch can have a very positive effect on your stress level- and on your waistline, too.
- > **Learn to delegate.** If you have support resources /staff in your work-group, empower them to take on additional responsibilities. Delegate tasks fairly and reasonably. Remember that as you delegate a task, provide the critical information needed to complete the task; and don't forget to assign due dates.
- > **Tackle one task at a time.** List out your duties in order of priority and try to complete them one at a time. Tackle the easiest ones first. This can make you feel more organized and in control, leading to a sense of greater accomplishment.
- > **Don't procrastinate.** Putting important tasks off can lead to increased worry. Getting started is often the hardest part. Once you begin your project, you'll likely feel better having done so.
- > **Get organized.** Rearrange your workspace for maximum efficiency. Create lists and schedules to help you meet deadlines. Consider an electronic personal assistant (PDA) or computer to manage your list.
- > **Call your Employee Assistance Program (EAP).** Don't forget that your EAP is available to help with managing stress, or other life issues.

### Additional Information

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