Coping with Everyday Stress: Personal Life and Workplace Tips

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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