Managing Work Stress

Stress from trouble, worry or changes in family or work life may affect your job performance. The following steps can help you cope with periods of high stress.

STEP 1
Make a list of stressful events or activities:
- New job
- Trouble at home
- Not enough time to get work done

STEP 2
Identify the ways you usually deal with stress:
- Watch TV
- Take a walk
- Eat, smoke or drink

STEP 3
Look over your list and put a tick by responses that don't work or are bad for you.

STEP 4
Brainstorm new responses - try to come up with three for each situation.

For instance, if there's not enough time to get work done, try these tactics:
- Get to work earlier.
- List tasks in order of importance and work on the high priority items first.
- Figure out if time is being wasted on unimportant or unnecessary tasks.

SOME STRESS CAN'T BE AVOIDED
Learn coping techniques:
- Take five deep breaths.
- Exercise more frequently.
- Learn relaxation or meditation techniques.
- Avoid unhealthy responses, such as using alcohol, drugs and cigarettes and overeating.