

RESIST THE TAKEOVER – KEEP STRESS FROM BECOMING YOUR BOSS

As schedules get fuller, deadlines get tighter, and projects become more demanding, everyone experiences job- and life-related stress. To help manage stress, it's important to try to identify its source: vacation (leaving or coming back), deadlines, conflicting priorities, etc. Knowing the causes gives you the opportunity to modify your behavior, expectations, and, when possible, your schedule. Even small changes can be the key to reducing stress and taking back control.

Some tips for handling stress better:

Eat a nutritional breakfast

Avoid or limit coffee and tea. Caffeine increases the stress response in your body.

Get a little exercise

When you think you can't find time, it's even more important to find time.

Breathe deeply

Any time you feel tense, find a quiet place and try breathing in and out slowly 10 times.

Take your breaks and enjoy them

Walk outside, read, or rest and put your feet up. Learn how to mentally get away for a few minutes.

Talk to a sympathetic, trustworthy friend

Often another person can help you see your problem in a new light and can help you work on a constructive resolution.

Negotiate realistic deadlines

Propose deadlines rather than having them imposed on you.

Plan ahead

Find out what's on the horizon and prepare your plan.



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