

TOP 10 STRESS REDUCTION TIPS

- 1. Get organised:** Put things where they belong so you won't have to stress yourself looking for them. (This definitely applies in the workplace.)
- 2. Live in the present:** Try to take one day at a time. If your body is in the present, but your mind is in the past or future, the result can be hazardous.
- 3. Help others:** Looking outside yourself to other people and their problems tends to diminish your own concerns.
- 4. Laugh:** Laughter from whatever source is known to have healthful effects. Finding humour in a problem means you're on the road to solving it.
- 5. Let other people "do their own thing":** Realize – at home and at work – that not everyone will do things your way. If you don't expect it, you won't feel the stress of disappointment.
- 6. Give people a break:** If you see your spouse, kids, co-worker, or supervisor doing something wrong, unsafe, or unwise, help rather than condemn.
- 7. Monitor your frame of mind:** If that "self talk" that goes on in your head makes you begin to feel stressed, stop yourself and try to think in a positive way.
- 8. Treat yourself right:** That means eat healthy, exercise, get enough sleep, and take time – a little each day – for something that gives you pleasure.
- 9. Change your vocabulary:** Instead of calling something a problem, call it an opportunity. Use the term *finish line* rather than *deadline*. Turn a *hassle* into a *challenge*.
- 10. Practise responding calmly:** When a potentially stressful situation arises, you can choose to respond in a stressful way or in a calm way. Remember you control your own response.