

# 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 T.V.
- take a walk
- eat, smoke or drink ✓

**Step #3**

Look over your list and put a check 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.

BRAINSTORM...  
ideas... ideas...



**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.