

How to reduce stress



All staff can reduce stress in the workplace by following these steps:

- 1. Improve your time management and organisation skills.**
By better organising yourself, you can reduce stress. Things like setting a 'to do' list, learning to say "no", asking for help when you need it, and not setting unrealistic goals will all help.
- 2. Don't procrastinate.**
Don't put off till tomorrow what you can do today. Do it now and you'll be happier you got it done!
- 3. Relax and breathe deeply.**
If you are feeling stressed, a good antidote is to breathe deeply. Relax your muscles, expanding your stomach and chest. Exhale slowly. Repeat several times and follow your breath as it flows in and out..
- 4. Avoid interruptions**
If you have a deadline that must be met, don't be put off by interruptions. Let your voice mail pick up your calls, for example.
- 5. Take more breaks from your work.**
Taking a five-minute break away from your place of work will help will help reduce stress.
- 6. Smile more.**
We all know that laughter reduces stress. You'll be amazed at how much more pleasant the people around you are when you make an effort to be pleasant yourself.
- 7. Go home on time.**
Learn to set boundaries and balance work, home, and personal time.
- 8. Learn to listen better.**
Rather than getting upset when others disagree with you, listen actively and find the areas of agreement. Be assertive and stand up for yourself, but don't be inflexible.
- 9. Be clear about your role.**
Ask questions to clarify your responsibilities and job expectations.
- 10. Improve your environment.**
Make adjustments to the lighting, temperature, noise level, and other controllable factors in your workplace.
- 11. Ignore the unimportant.**
Realise that there are some things that just aren't worth worrying about and there are some things you just can't change.
- 12. Throw it away.**
Don't let things accumulate! Sort mail and toss what you don't need. Sort e-mails and delete what you don't need to read. Sort files and delete what's out-of-date



13. Delegate

Decide what you absolutely must do yourself, and which tasks can be delegated to others.

14. Get more sleep.

In addition to reducing your stress, more sleep will increase your energy levels and your ability to concentrate.

15. Find a friend or mentor

Having someone to talk to can take a lot of stress off you.

16. Spend more time with optimistic people.

Negative people will pull you down to their level. Try to work with people who have a positive attitude instead.

17. Get more involved by discovering your own talents.

If you are not comfortable with a project, suggest something that might be more workable or productive. Find ways to use your expertise and feel more productive and in-control of your destiny.