Stress Management

While occasional stress is part of life, too much harmful stress can be hazardous to health and safety. Stress can be beneficial as well as harmful, but it always needs to be recognized to be managed effectively. Employees need to take steps to manage stress both on and off the job.

Top 10 Stress Reduction Tips:

- **Get organized.** Put things where they belong so you won't have to stress yourself looking for them. (This applies to home *and* the workplace.)

- **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.

- **Help others.** Looking outside yourself to other people and their problems tends to diminish your own concerns.

- **Laugh.** Laughter from whatever source is known to have healthful effects. Finding humor in a problem means you're on the road to solving it.

- **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.

- **Give people a break.** If you see your spouse, kids, co-worker, or supervisor doing something wrong, unsafe, or unwise, help rather than condemn.

- **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.

- **Treat yourself right.** That means eat healthy, exercise, get enough sleep, and take time—a little each day—for something that gives you pleasure.

- **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*.

- **Practice 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.

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