



C.A.R.E.S.
Learning Partnership

REDUCING STRESS ON THE JOB

If you're proactive about managing your work-related stress, you'll feel less wound up and enjoy more success at your job and joy at home.

- ➔ Review all the reasons you do the work you do
- ➔ List the benefits you get from your job
- ➔ Remind yourself, "it's just work"
- ➔ Get to work a few minutes early to give yourself time to settle in
- ➔ Learn to recognize the things you can control at the office
- ➔ Work through "resolvable" issues immediately
- ➔ When you feel overwhelmed, ask for assistance or guidance
- ➔ Establish your work priorities and methodically work to complete your projects
- ➔ Avoid drama at work
- ➔ When you begin to feel stress, stop to take some deep, slow breaths
- ➔ Think before you speak
- ➔ Use visual imagery techniques to let go of minor annoyances and frustrations
- ➔ Plan your day for tomorrow before you leave today
- ➔ Tidy your desk before you leave
- ➔ Take a brisk 15-minute walk when you get home
- ➔ Soothe yourself after you arrive home
- ➔ Journal your feelings about work
- ➔ Practice yoga or meditation to de-stress
- ➔ Enjoy your time off so you can return to work refreshed and ready