

HOW TO DEAL WITH PRESSURE AND STRESS

- 1. Ask for help**
 - a. From co-workers, family, supervisors, or friends, depending on the situation
 - b. During periods of low activity, volunteer to help others

- 2. Train others to do the work, then delegate**
 - a. Never make yourself indispensable, or you become unpromotable
 - b. Know the strengths, weaknesses, and preferences of those you supervise
 1. Reward with work that utilizes strengths and preferences
 2. Train in areas of weakness to increase competency and effectiveness

- 3. Review your tasks**
 - a. Streamline and simplify where possible
 - b. Delete what is obsolete and coordinate if tasks are being duplicated
 - c. Clarify priorities
 - d. Delegate where possible or necessary
 - 1.) Determine a mutually agreed upon completion date
 - 2.) Place the date on your calendar and follow-up in a timely manner
 - 3.) The final responsibility is yours
 - e. If you are still overloaded, let your supervisor know the time frame and workload are unworkable

- 4. Keep files and work area in ordered and uncluttered condition**
 - a. Reduce the amount of time it takes to find items
 - b. Handle each piece of paper only once - trash it, solve it, file it

- 5. Job stimulation**
 - a. Learn new skills or streamline or enhance aspects of the job
 - b. Exchange duties with a co-worker
 - c. Alternate intense and non-taxing duties for variety and relief

- 6. Take a break**
 - a. Stretch at your desk or take a walk; notice the beauty around you
 - b. Get a small energy snack
 - c. Refocus your eyes on distance items, particularly if you have been reading or typing

- 7. Be health conscious**
 - a. Eat nutritious meals, exercise regularly
 - b. Get adequate sleep - (articles say less than 8 hours is not enough)
 - c. Know how to stand, bend, lift and use equipment properly

- 8. Get outside help**
 - a. Maintain family ties and friendships
 - b. Establish and work toward personal goals, a little every day

REWARD YOURSELF!