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   b. Delete what is obsolete and coordinate if tasks are being duplicated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!**