

Unit - 5th

Stress

What is stress :-

stress is a feeling of -

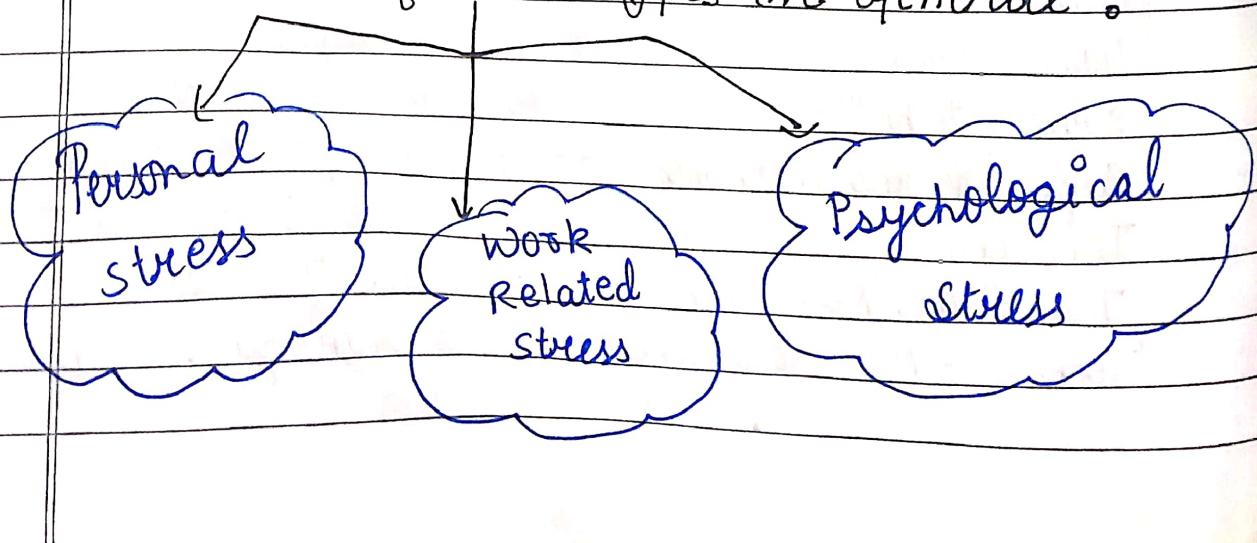
- Physical] tension --
- Mental]

stress is actually a [traumatic mental disorder] in which our nervous system gets corrupted, we stop thinking either or go in the process of over thinking.

Hence, stress is your body's reaction on facing some challenge / undue demand or unfavourable circumstances, that one is unable to fulfill.

Types of Stress

stress is of three types in general :-



1. Personal Stress :-

- Disturbance in love life / Break up / divorce
- Lack of marital pleasures in life / disturbance in sexual life
- Failure in some exam / unexpected Result.
- Lack of social support / Not having good friends / supporters / supporting guide
- Forceful implication of Parent's desires
- Not getting ample opportunities to prove our excellency / Not having proper exposure.
- Demise of some closed one.

2. Work Related Stress :-

- Long and tiring working hours
- Excessive / Heavy working load.
- Job insecurity / Lack of opportunities for growth in job.
- Conflict with boss / seniors
- Office politics - impartial dealing of boss / Leg pulling, back biting and the like
- Poor working atmosphere, Lack of facilities as -
- Improper seating arrangements
- Non-Ac cabins
- Noisy / distracting environment
- Insanitary conditions
- Delay in salary / wages
- Loose grip of authorities etc.
- NO vacation / NO insurance / NO medicare facilities
- Lack of bonus / incentives / appraisals / Rewards / Recognitions

③ Psychological stress :-

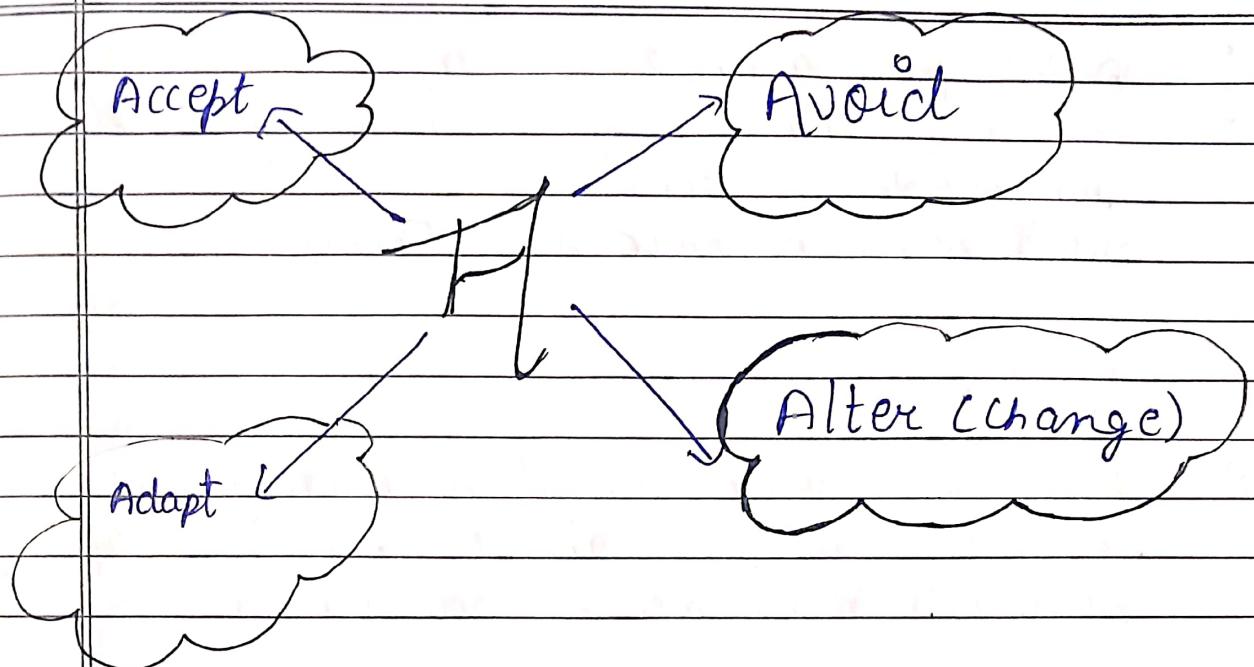
- Inferiority Complex
- Introvert Nature
- Status Pressure

Affects of stress on an individual

- Frequent mood swings
- Headache, fatigue, mental tension, depression
- Jaw pain | Hair fall | Pale eyes | dull skin | obesity
- Sleeplessness | sleep-disorder.
- Irritated Behaviour
- Being in despair.
- Disputes and disharmony with people
- Problem in concentration / de-centralized mind
- Disturbances in sexual life.
- Change in appetite / Constipation.
- Addictions like - chain smoking / being tipsy.

Techniques of managing stress

- Stress management is necessary because the excess of stress causes depression and depression ultimately needs to suicidal attempts. Here is technique of managing stress that is of - to follow [4As]. These 4 As are as under :-



① Avoid :-

- Avoid losing control over your actions and re-actions. Have a strong hold on these.
- Avoid losing control over your patience. Be cool and be ready to take up challenges.
- Avoid being negative. Positive approach will help you to manage stress.
- Avoid being aggressive. Be cool and wait for your chance. Leave something on time.
- Avoid the company of those, who are negative, disturbing and irritating.
- Avoid saying 'YES' to everyone. Learn to say a polite but firm 'NO'

- Avoid procrastinating things.
- Avoid killing time in un-necessary and un-productive activities.
- Avoid being in Toxic relationship.

(2) Alter :-

① Alter un-favourable and un-manageable circumstances into favourable one, by employing your intelligence & courage.

② Alter 'YOURSELF' too, to be fit in the environment, you are in.

'Do in Rome, as Romans do'
approach will work here.

③ Alter 'I' approach. Instead -
develop 'YOU' approach. Develop team spirit and healthy atmosphere around you.

H Alter emotional outbursts. Instead use -

- Emotional intelligence
- Professional Maturity

(3) Accept :-

① Accept the people as they are.

Forgiving is an essential part of accepting the people

- (2) Accept the challenges, as they come to you. Be intelligent, brave, creative, innovative to face the challenges. Prepare a strong strategy.
- (3) Accept your weaknesses and work over these.
- (4) Accept your failures and mistakes. Do not hide these. Learn a lesson from these.
- (4) Adapt :- Adaptability is a great art to keep one free from stress.
 - Adapt yourself to the environment, you are in.
 - Adapt a list of 'HAPPY PEOPLE' and 'HAPPY RESOURCES'.
 - Think about all those things that can make you happy.
 - Adopt a Mool Mantra, such as :-

I can do it --

NOTHING IS IMPOSSIBLE

ALL IS WELL

PROBLEM HAS ITS SOLUTION

Some other Preventive measures to overcome stress :-

- ① Do some exercises, yoga, dhyan practices.
- ② Develop a hobby : It would not only make you creative, but also divert your attention.
- ③ Listen to songs, watch movies.
- ④ Travelling is also good to keep one stress free. Meeting with new people, exploring new places will refresh us.
- ⑤ Spend some quality time with family, closed friends. Discuss your problems with them.
- ⑥ Set a goal in your life. Try to set your own deadlines. Hit them brick by brick (step by step).
- ⑦ Read some motivational books and biographies/autobiographies. Struggles of great people will inspire you a lot.
- ⑧ Spend time with nature.
- ⑨ One can play indoor and outdoor games. Sports also rejuvenates us and heals us.
- ⑩ Write diaries
- ⑪ Say 'thank you' to Almighty for all, that you have.
- ⑫ Early to bed and Early to rise. Eat well. Do not take junk food in excess.
- ⑬ Do not compare yourself with others. Improvised yourself. Compete with yourself step by step.
Byo in the process of -
 - self realization
 - self assessment
- ⑭ Strengthen your strengths and weaken (suppress)

your weakness.

- (15). Organise some social and religious gathering as kitty parties, Keertan, Mass-Prayer.
- (16) Helping needy, and poor will also keep us stress free
- (17) Eat chocolates.

Leadership

Ques. What is Leadership?

Leadership is a set of certain traits, that are developed with great practice. These are not inherited by birth.

Leadership is actually -

- to get the work done by others
- Leadership is not to exhibit powers, but to help others, to motivate others and to get to know the problems of those who are under your supervision.

Leadership Qualities

1. Empathy :- A good leader should know and understand the pains and problems of his team-mates.
2. He should treat them as his family-members.
3. He should be ready to stand with them in their weak and woes.
4. He should listen to their problems calmly, patiently.

5. He should be sensitive enough to the pains/problems of his team-mates.

→ Integrity :-

- (1) Integrity is the foundation of good leadership.
- (2) One must stand for one's belief even in tough and unfavourable situations.
- (3) Be honest, dedicated, punctual, self-disciplined, self-controlled, self-motivated and truthful.

→ Communication :-

- (1) Communication is the life blood for a successful leader. A leader communicate with his team in their tough and unfavourable times.
- (2) Communicate well with his team 24x7 communication to offer solutions/ advice and suggestions.
- (3) Communicate to get to know their problems and grievances.

→ Self Confidence :-

- 1) A leader should be confident enough. He should have following features →

He thinks, acts and re-acts positively.

- He is ready to take risk and challenges.
- He is ready to explore something new and creative.

(⇒) Consideration :-

- 1) Such person is very helpful and caring.
- 2) He never pulls leg or backbite, he supports his followers in every possible way.
- 3) He pays honours, respects and values to others dignity.
- 4) He is a person of Justice and equality.

Role Of Communication in Leadership :-

Communication is the life blood for a good leader.

Communication helps a leader to -

- Connect
- Communicate well with his team even in their tough time, in their weak and woes.
- Council, guides and suggest teammates.
- To inspire and motivate the team in their tough times.
- To boost up their morale, to infuse in them energy, strength and spark to take up challenges.
- To lead the team and to encourage them.
- To teach and train them, to educate them.
- To inform, instruct and persuade them.

- To get to know their problems.
- To negotiate and to take out mid way, that is equally suitable and Justifiable to both the parties.
- To resolve disputes and to maintain harmony.
- To cherish new contacts, to enrich the bonds of relationship.

Importance of Leadership skills →

Leadership skills are important for the following reasons :-

- To get the work done by others.
- To inspire the team and to take up challenges.
- To influence them positively.
- To guide / council and inspire the team to produce productivity and fruitful results.
- To infuse in team strength, energy and spark to take up challenges.
- To resolve disputes among disputed groups and to establish harmonious atmosphere.
- To get to know their problems for grievance redressal.
- To persuade and convince them.
- To win the hearts of people.
- To set an example for followers.
- To make the team powerful to produce greater outcomes.

Ques What is Mental Health?

Ans Mental health is a state of :-

- Social
- Physical
- Psychological

Change in order to face undue and unexpected/unfavourable and challenging circumstances.

- It affects - how we think, act and re-act.
- Mental health leads to fulfilment, while mental disturbances leads to stress, depression and ultimately causes fatal, if not dealt carefully.

Ques How to handle stress at work place?

- ① Be Polite, humble and soft, while tackling even with those, who are harsh and rough-tough
- ② Improve the quality of your work. Produce assignments ahead of time. Be creative, innovative and different.
- ③ Try to grab the opportunities that are forbidden by others.
- ④ Avoid the company of those, who are irritating and disturbing.
- ⑤ Do not pay attention to what others say.

- (6) Be positive and keen to work.
- (7) Avoid 'I' attitude. Instead develop 'You' attitude.
- (8) Develop team spirit and healthy environment.
Follow the doctrine →

Action is our duty, but reward is not our concern

- (9) Upgrade, update and improvise yourself with each interval of time.
- (10) Be impartial, un-biased and un-prejudiced.
- (11) Do not follow any shortcuts. Remember →
"Hard work is the key to success"
- (12) Do not indulge in filthy politics.
- (13) Accept your criticism positively.