



STRESS MANAGEMENT

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Program Objectives

(1 of 3)



Recognize stress and its symptoms.



Diagnose personal and organizational stress/stressors.



Identify specific problems, and apply treatments.



Gain practical techniques that can be readily applied.

Program Objectives

(2 of 3)



Describe long-term and short-term stressors and trigger situations.



Identify your personal and work-related sources of stress.



Describe several common lifestyle and societal pressures that can produce stress.

Program Objectives

(3 of 3)



Reduce negative stress and its effects.



Learn passive progressive relaxation techniques.



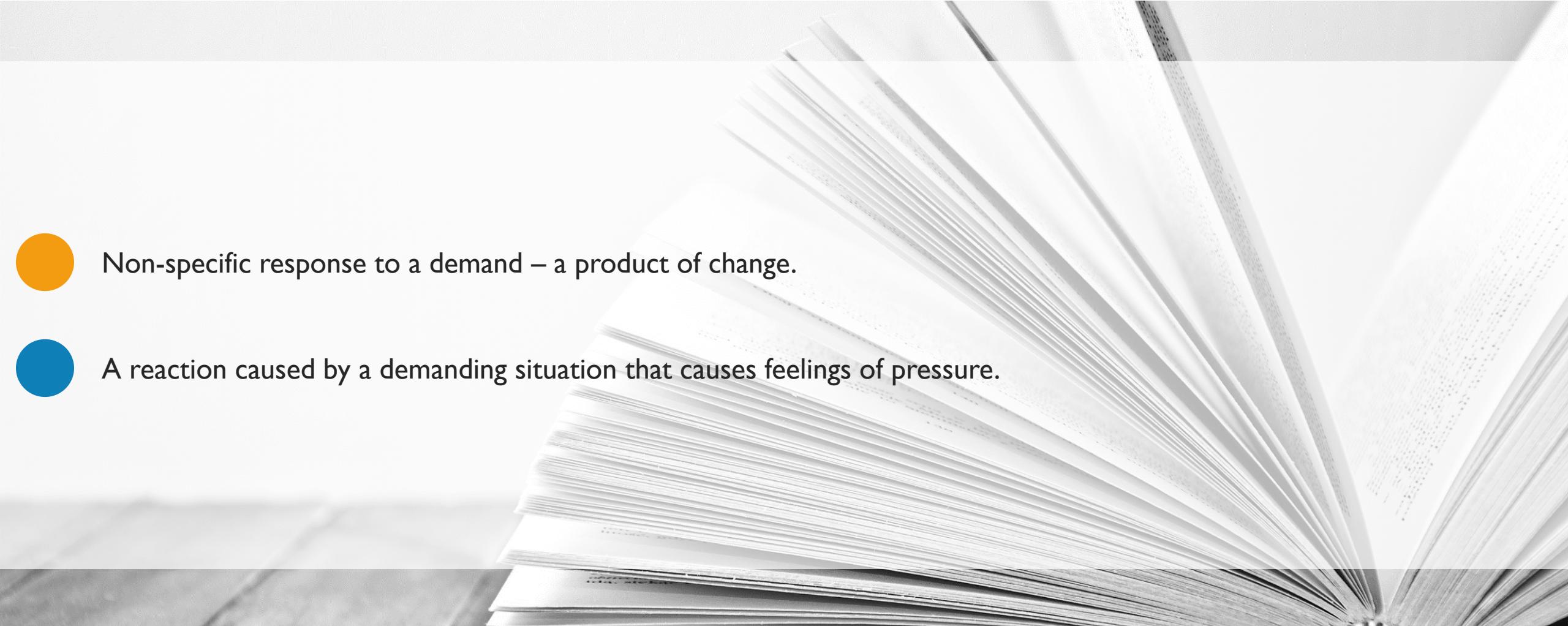
Practice, discuss, and problem solve.

A CHALLENGE



Please write a One Sentence Definition of
S T R E S S.

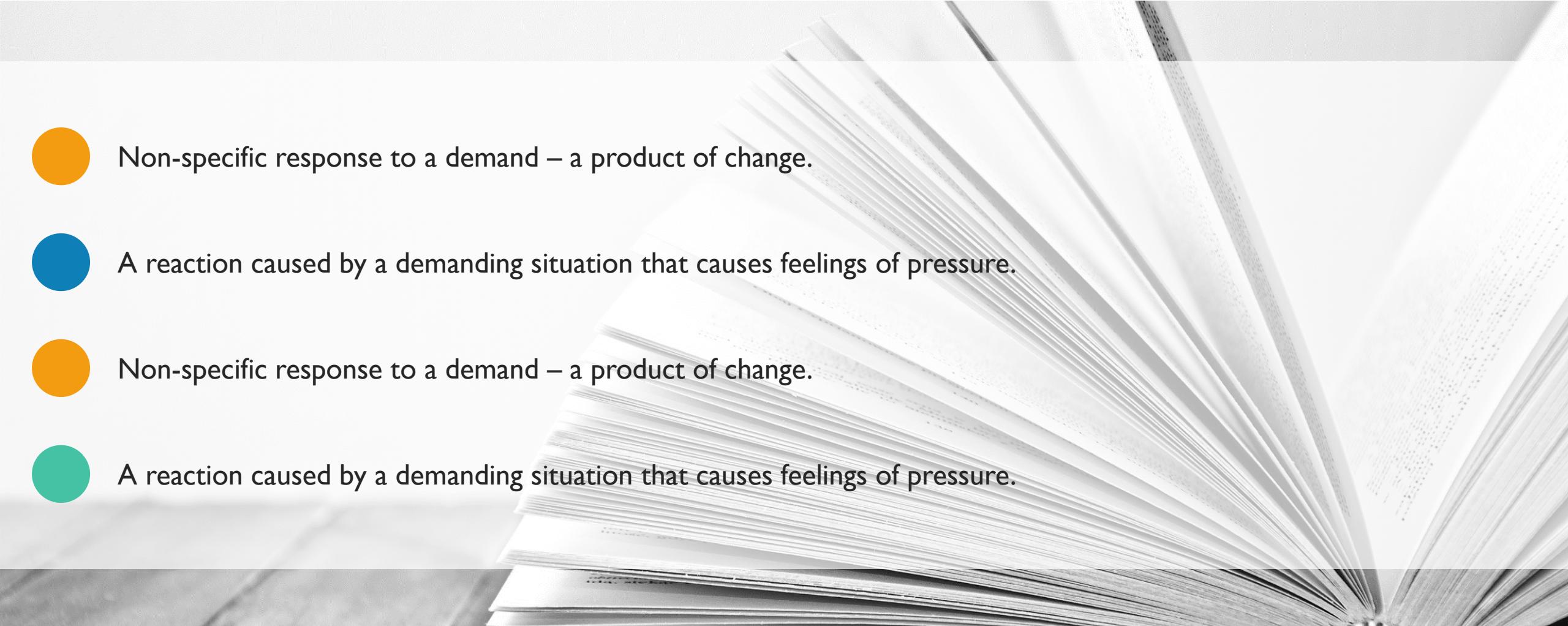
Definition



Non-specific response to a demand – a product of change.

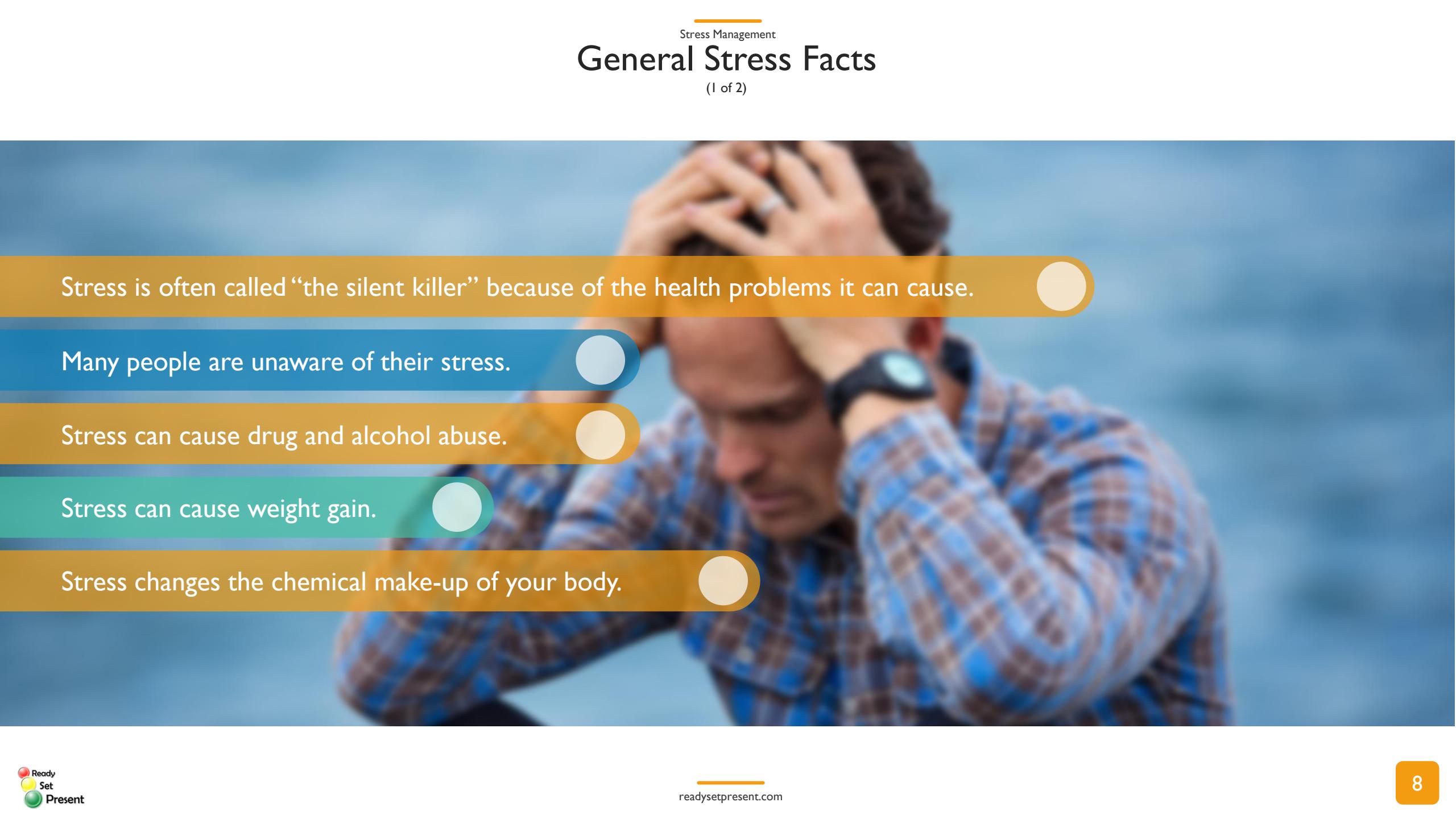
A reaction caused by a demanding situation that causes feelings of pressure.

Definition

- 
- Non-specific response to a demand – a product of change.
 - A reaction caused by a demanding situation that causes feelings of pressure.
 - Non-specific response to a demand – a product of change.
 - A reaction caused by a demanding situation that causes feelings of pressure.

General Stress Facts

(1 of 2)

A blurred background image of a man with dark hair, wearing a blue and brown plaid shirt. He is holding his head in his hands, with his fingers covering his eyes, suggesting distress or exhaustion. The background is a soft-focus blue.

Stress is often called “the silent killer” because of the health problems it can cause.

Many people are unaware of their stress.

Stress can cause drug and alcohol abuse.

Stress can cause weight gain.

Stress changes the chemical make-up of your body.

General Stress Facts

(2 of 2)

Stress can cause over-eating or under-eating.



Stress can lead to insomnia.



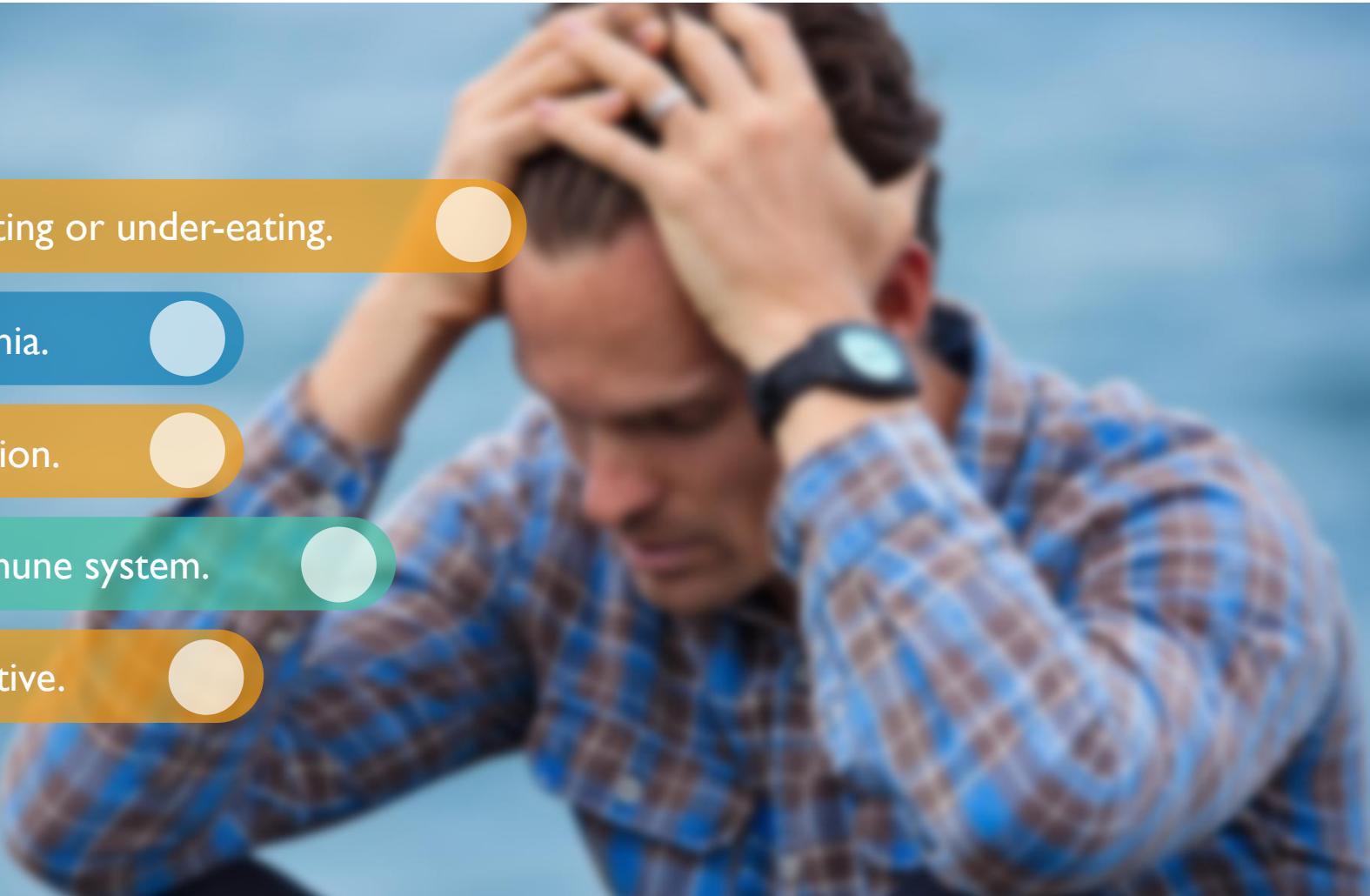
Stress causes bodily tension.



Stress weakens your immune system.



Stress is not always negative.



Stress Reducers

(1 of 2)



Exercise



Sleep



Massages



Laughter



Positive thinking



Chocolate



“Comfort food”



Music

Stress Reducers

(2 of 2)

Relaxation time



Physical contact from a loved one



Reading



Talking about stress



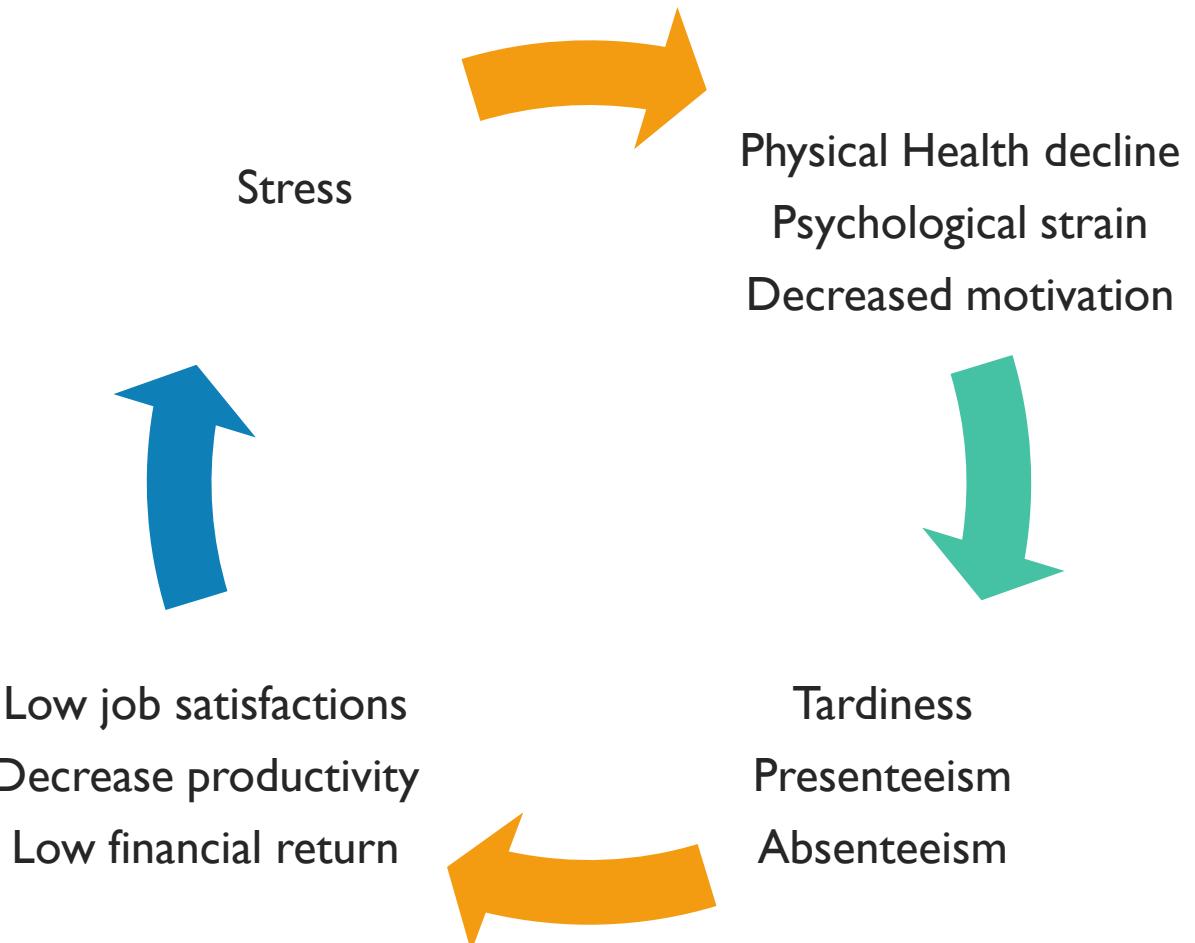
Recreation time



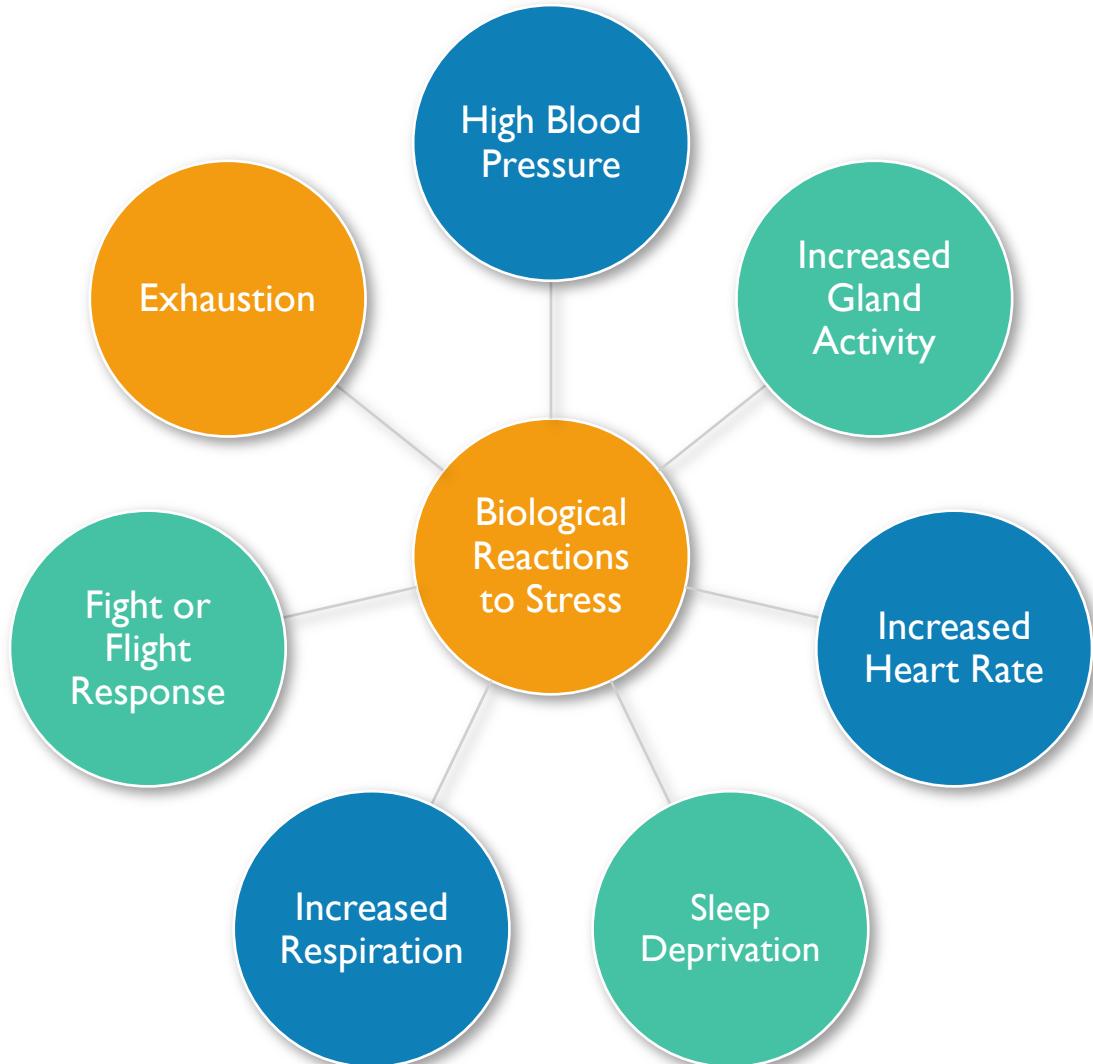
Pets



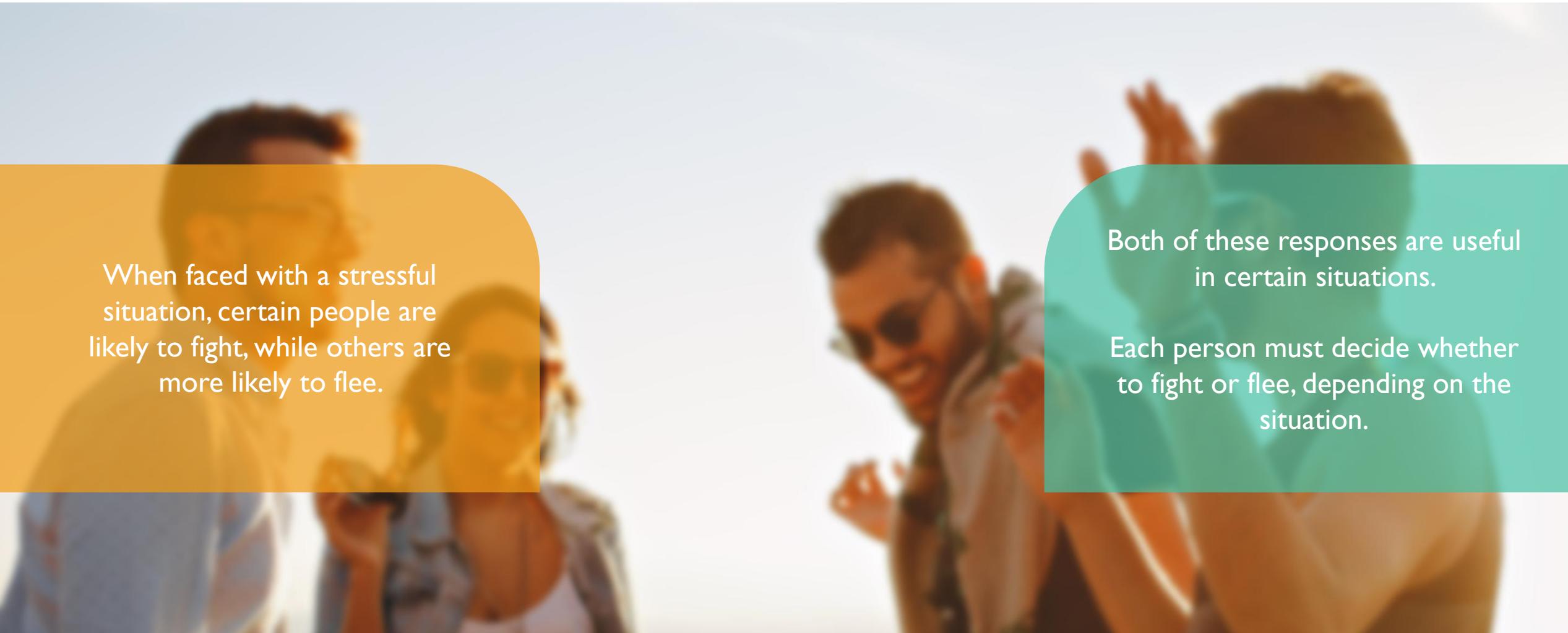
Workplace Stress Cycle



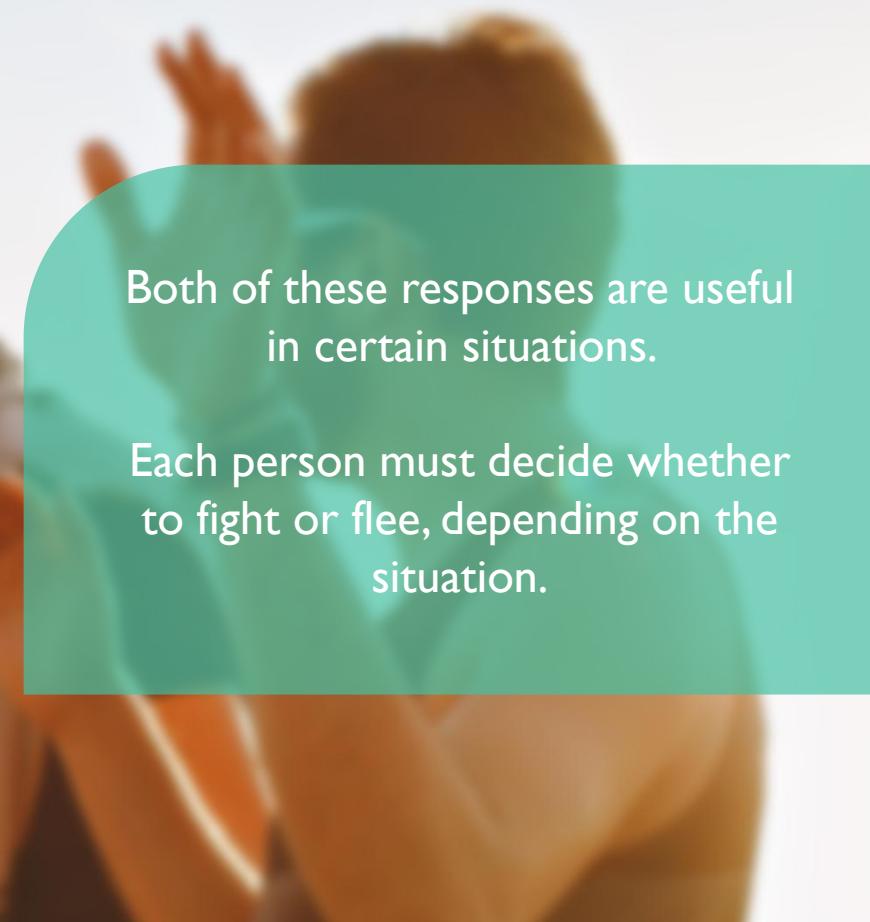
Biological Reactions to Stress



Fight or Flight?



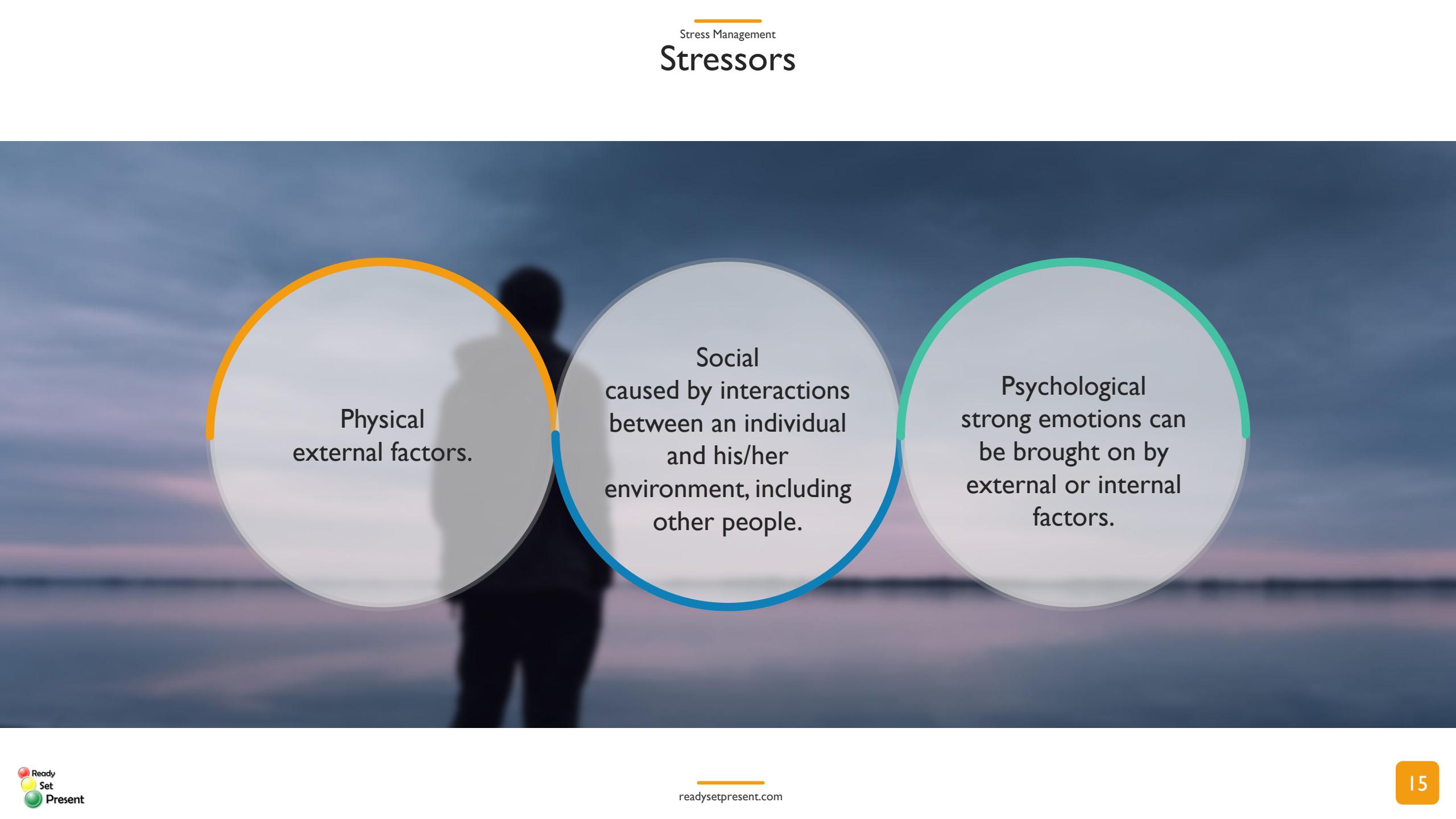
When faced with a stressful situation, certain people are likely to fight, while others are more likely to flee.



Both of these responses are useful in certain situations.

Each person must decide whether to fight or flee, depending on the situation.

Stressors

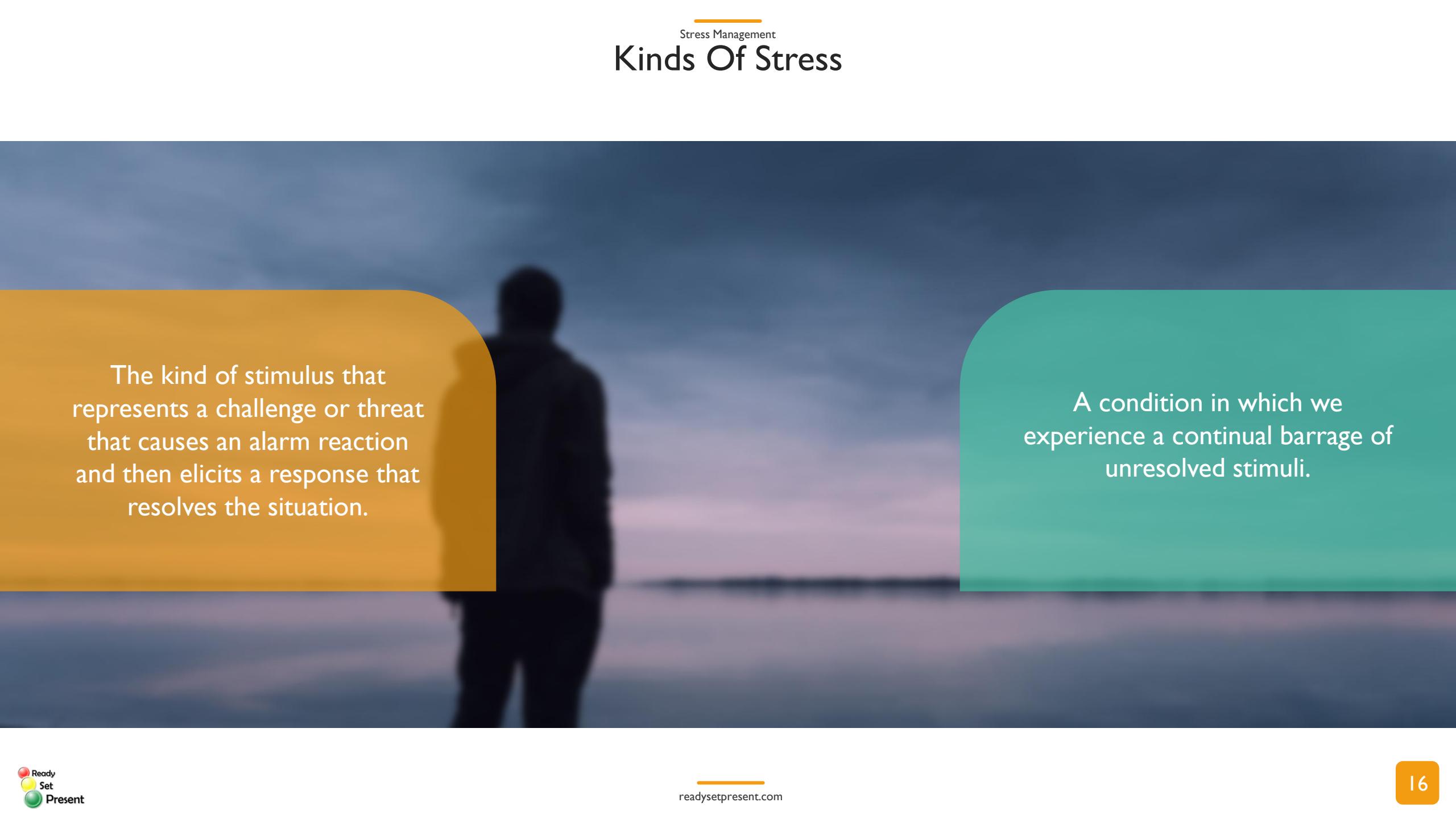


Physical
external factors.

Social
caused by interactions
between an individual
and his/her
environment, including
other people.

Psychological
strong emotions can
be brought on by
external or internal
factors.

Kinds Of Stress

A silhouette of a person standing on a beach at sunset, facing the ocean. The sky is filled with warm, pastel-colored clouds transitioning from blue to orange and pink. The horizon line is low, and the ocean is visible in the distance.

The kind of stimulus that represents a challenge or threat that causes an alarm reaction and then elicits a response that resolves the situation.

A condition in which we experience a continual barrage of unresolved stimuli.

Kinds Of Stress

Appraisal Stage:

The first opportunity in which a person's belief systems, past experience, and personality determine if a specific situation will be successful.

Coping Stage:

The second opportunity in which the person determines whether the response will be either positive or negative.

Related Terms

Anxiety.

Free-Floating Anxiety.

Stress.

Tension.

Fear.

Phobia.

Unconscious Anxiety.

Panic.

Existential Anxiety.

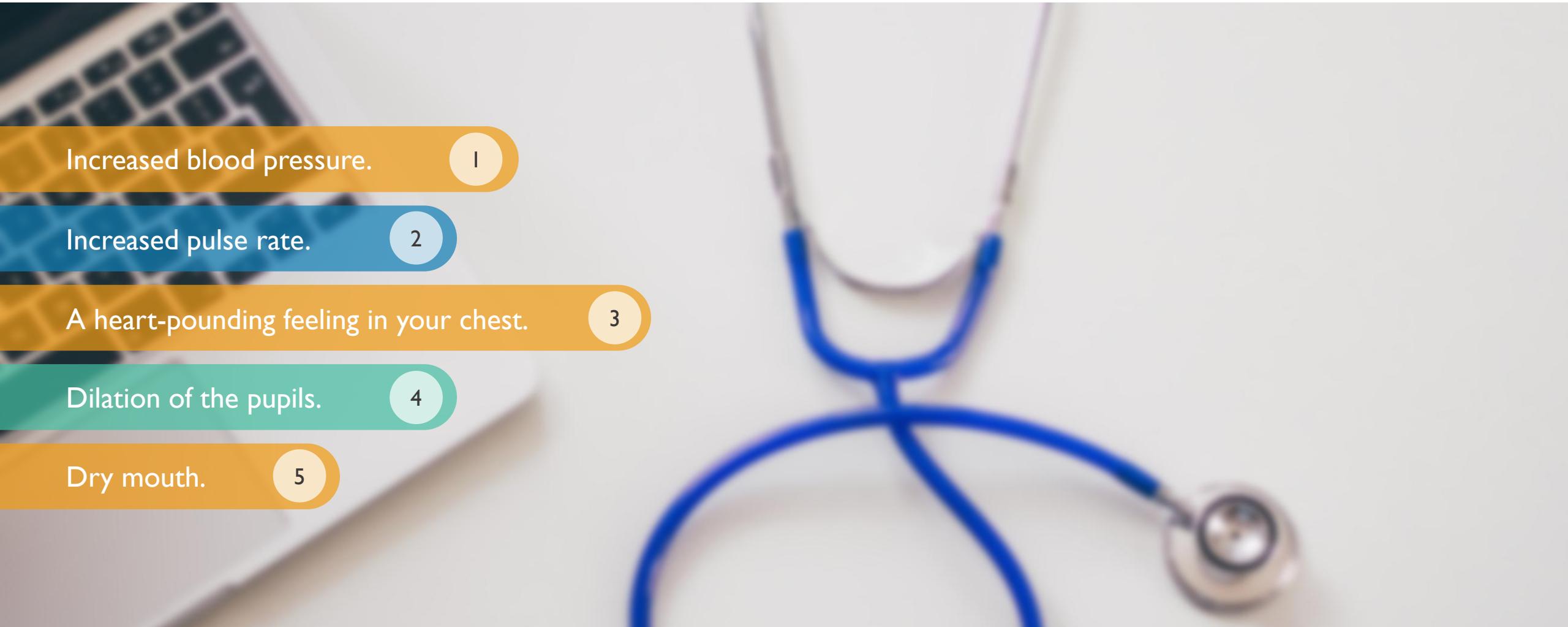


STANDARD STRESS RESPONSE



Standard Stress Response

(1 of 2)



Increased blood pressure.

1

Increased pulse rate.

2

A heart-pounding feeling in your chest.

3

Dilation of the pupils.

4

Dry mouth.

5

Standard Stress Response

(2 of 2)

Increased perspiration, especially on the palms.

6

Muscle tension.

7

Fast, shallow breathing.

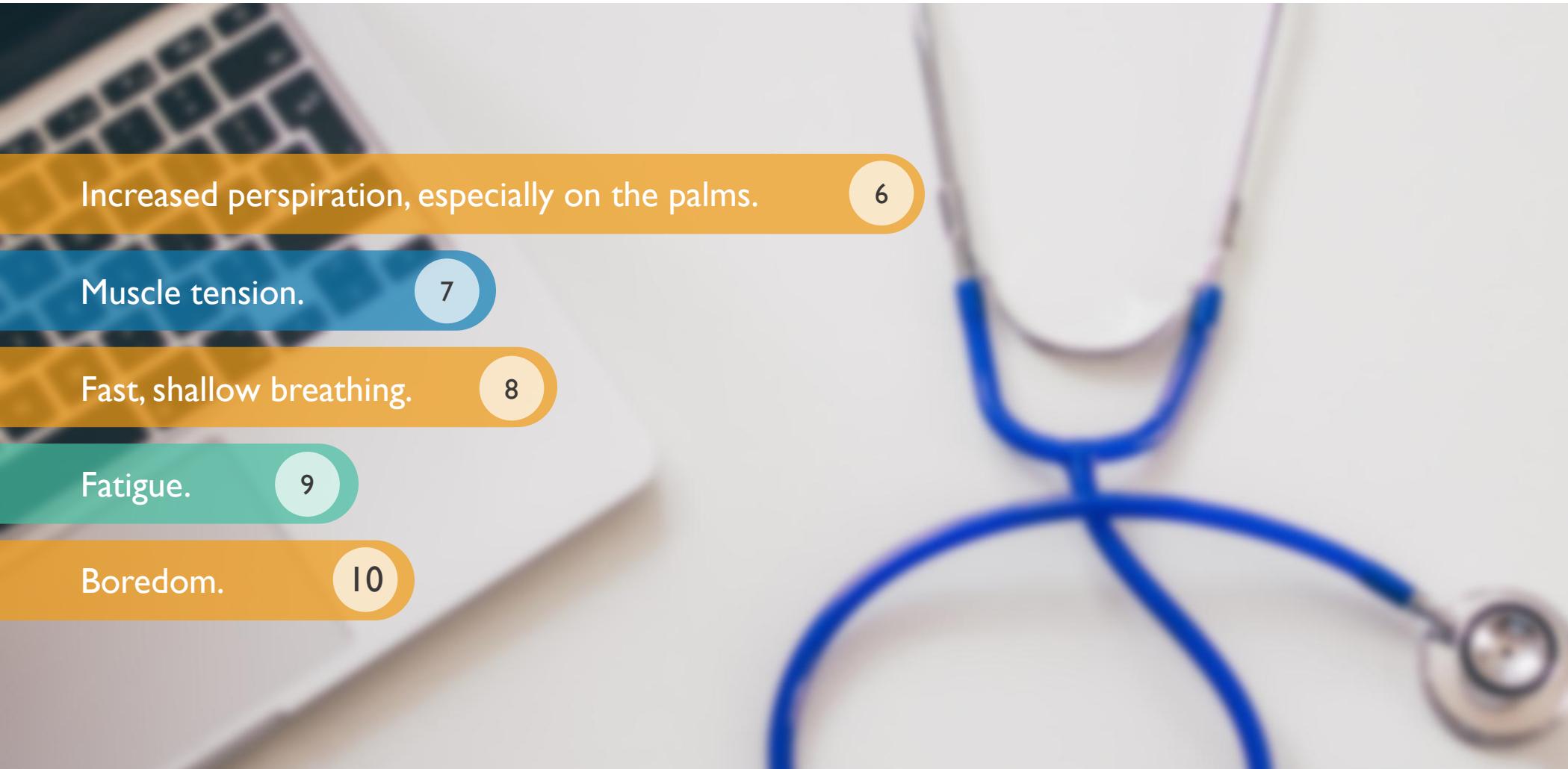
8

Fatigue.

9

Boredom.

10



Reaction To Stress



The General Adaptation Syndrome was developed by Hans Selye, former professor and director of the Institute of Experimental Medicine and Surgery at the University of Montreal (Selye, 1974).

Reaction To Stress

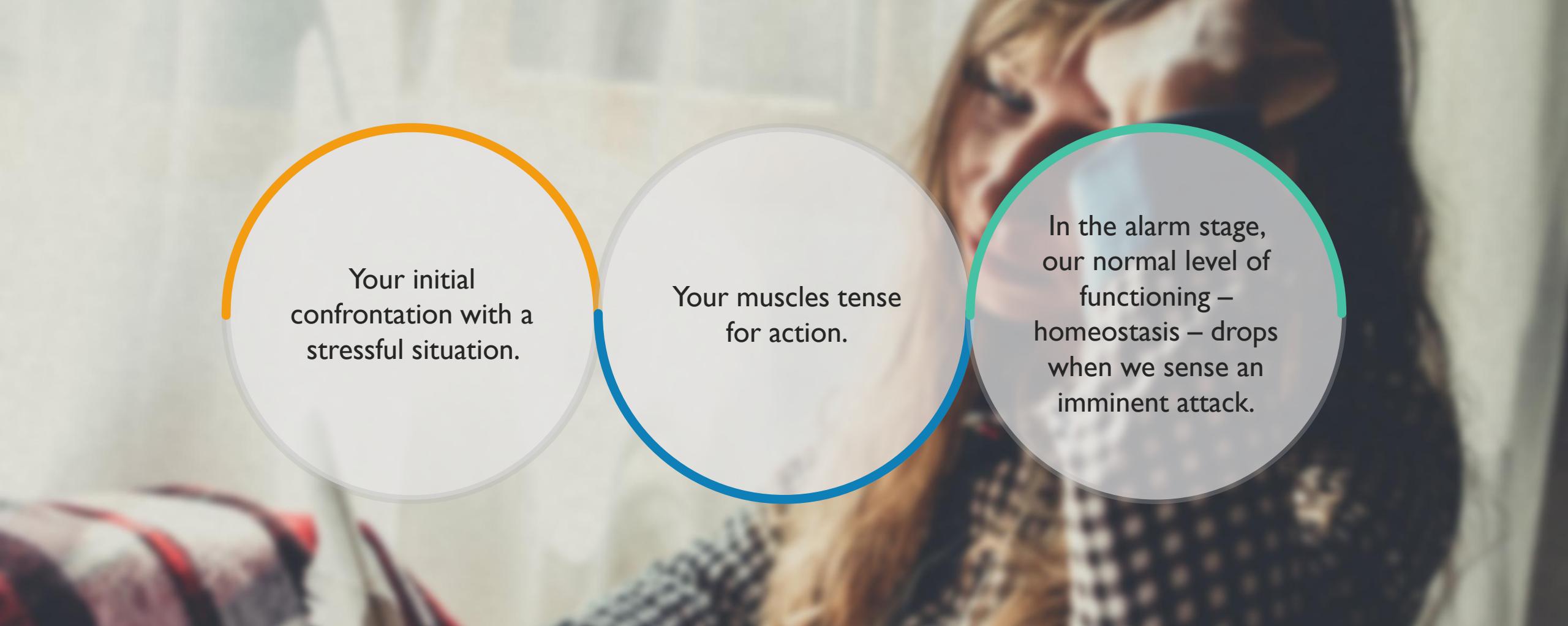
The General Adaptation Syndrome



Reaction To Stress

(1 of 3)

Stage I: Alarm

A blurred background photograph of a woman with blonde hair, wearing a patterned top, looking slightly downwards with a concerned expression. She is sitting on a couch with a red and white striped pillow.

Your initial confrontation with a stressful situation.

Your muscles tense for action.

In the alarm stage, our normal level of functioning – homeostasis – drops when we sense an imminent attack.

Reaction To Stress

(2 of 3)

Stage 2: Resistance

We experience this resistance as an adrenaline rush, and we have one of three choices to make:



We can flee if we view the situation as entirely too frightening to confront.

We can endure, which amounts essentially to fighting our way past the harsh conditions.

We can learn to cope with the stressor head on.

Reaction To Stress

(3 of 3)

Stage 3: Exhaustion



This occurs when we make a poor decision or when we choose hastily between fleeing or fighting the stressors, without first thinking through our options.

A stressful situation results in extreme exhaustion and affects:

First: Physical system.

Second: Both physical and emotional systems.

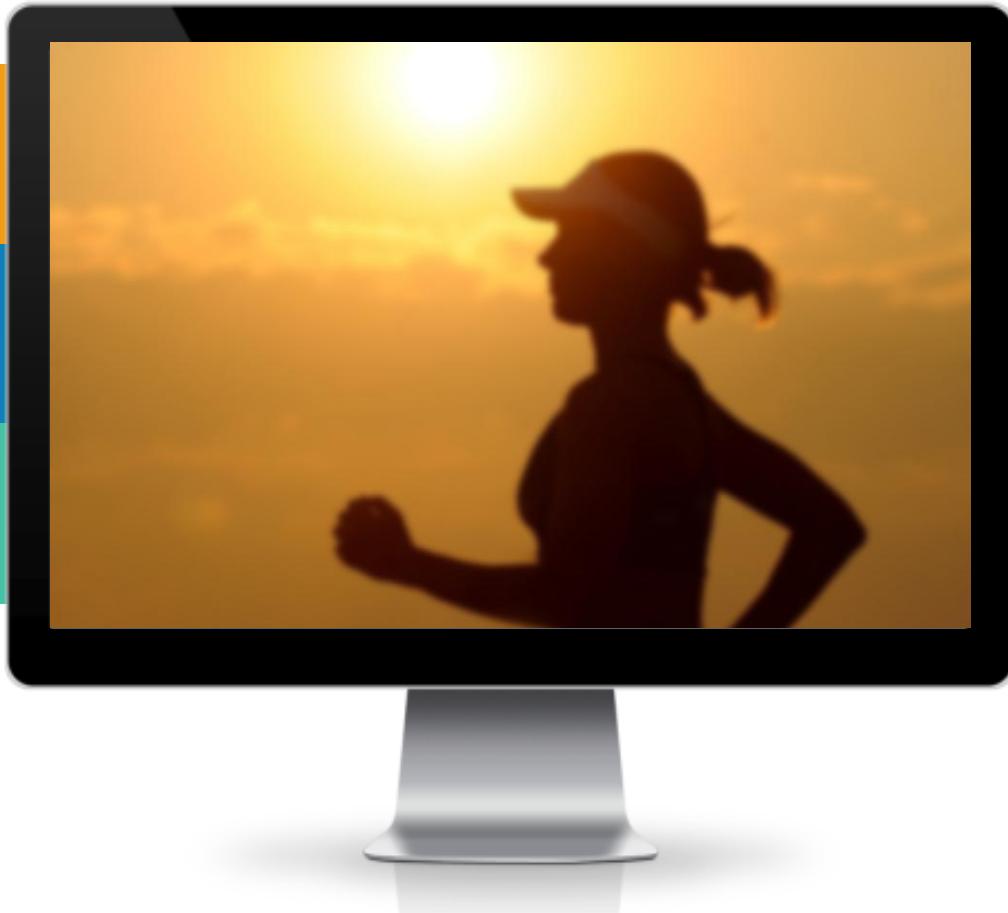
Homeostasis

The Body's Goal:

The body's natural tendency is to return to a normal, balanced state.

Homeostasis is a state in which glandular systems are doing exactly as much work as they need to do to keep the body functioning well.

Sleep Deprivation



Sleep deprivation is one of the most common causes of stress.

7-9 hours of sleep is recommended for adults, and about 30% of people are sleep deprived (CDC).

Being tired not only increases stress; it also decreases productivity and the quality of work.

THE WAY STRESS BUILDS



The Way Stress Builds

(1 of 3)



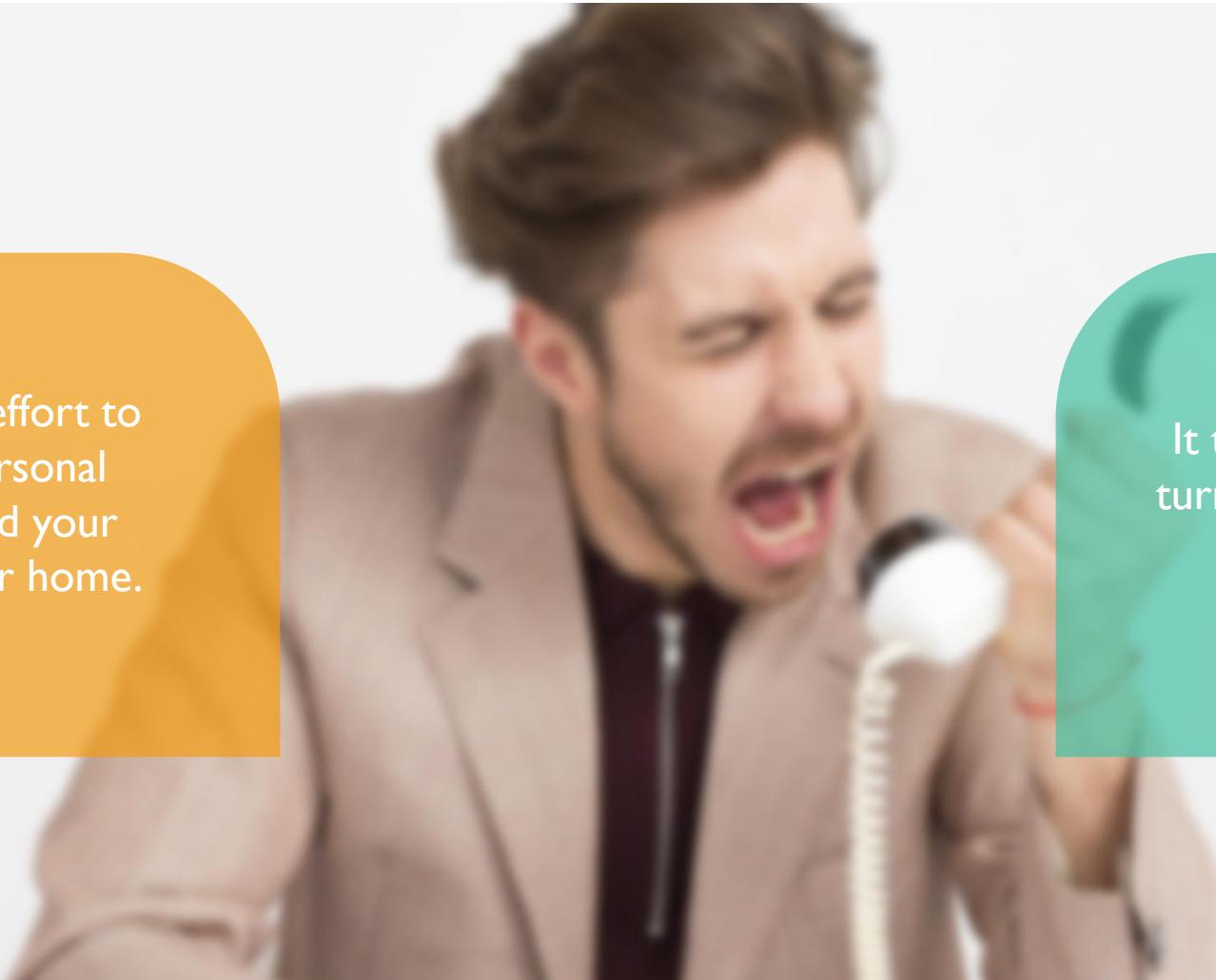
When you have a bad day – you wake up feeling tired, you arrive late to work because of traffic, you find the copy machine broken when you really need it, you miss lunch, or you have an argument with a co-worker – you take the stress of the day home, grumbling and snapping at your family or roommates ...

The Way Stress Builds

(2 of 3)

... It takes conscious effort to avoid taking your personal stressors to work and your work stressors to your home.

It takes practice to learn how to turn off the stresses from another part of the day.



The Way Stress Builds

(3 of 3)

Physical changes.



Performance changes.



Work avoidance.



Lifestyle changes.



Dietary changes.



Sleeping pattern changes.



Psychological changes.



Attitude changes.



Descriptions

Eustress:

The euphoric sensation a person often has after completing a difficult task.

Restress:

The energizing tension that physical exercise exerts on the body.

Distress:

The combination of our physical and emotional responses to outside pressure, characterized by anxiety, tension, and sometimes physical pain.

Neustress, Eustress, & Distress

Neustress:
the stress response to
daily activities.

Eustress:
the stress response
resulting in
increased mental
and physical
performance.

Distress:
the stress response
that can be potentially
harmful.

Neustress

(1 of 2)

Neustress: evokes an unpleasant feeling, yet if handled correctly, it can have a positive outcome.

Change



Issue



Conflict



Crisis



Noise



Money



Deadlines ...



Communication



Expectations

Clients



Schedules

Criticism



Telephone

Imbalance



People

Discomfort

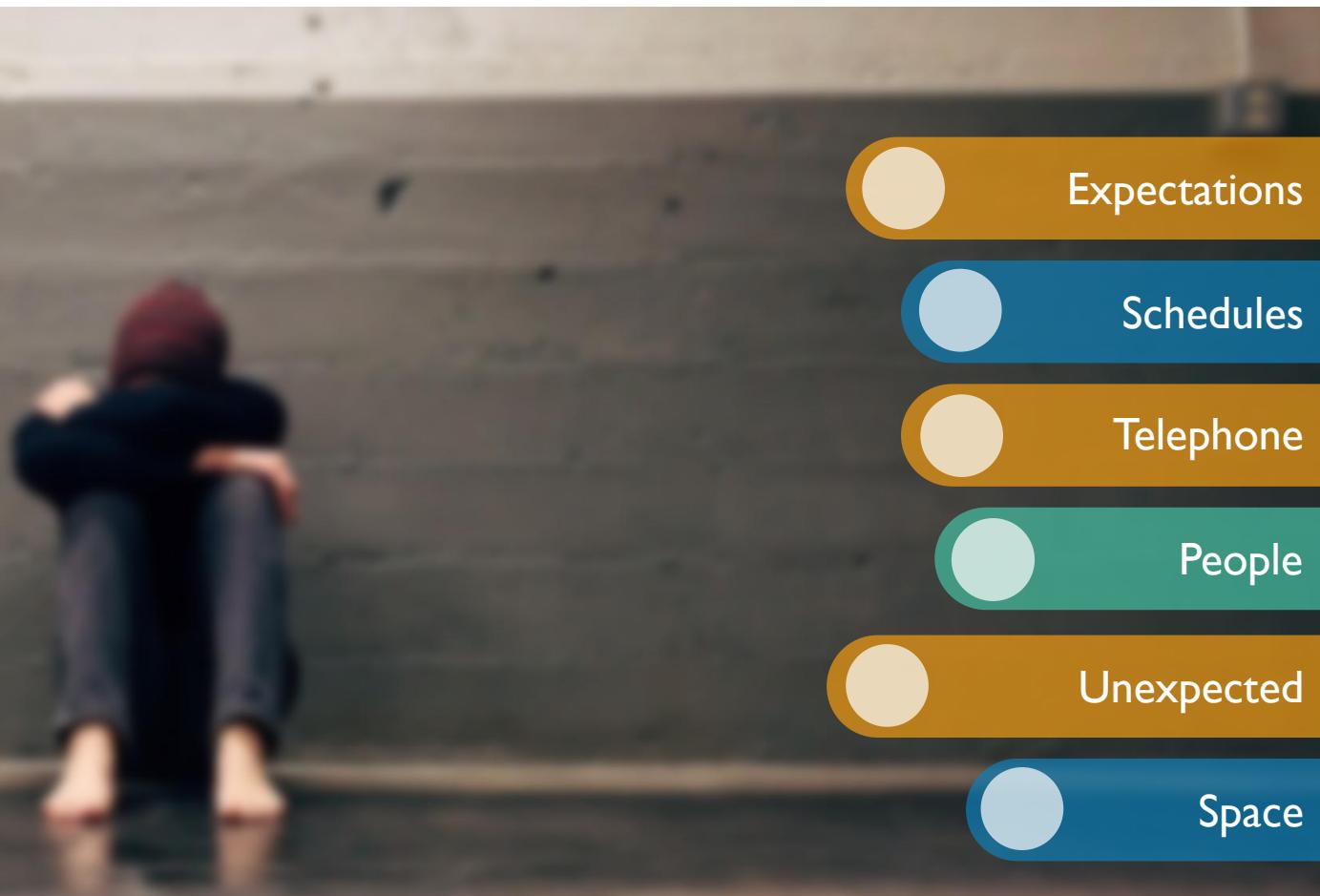


Unexpected

Ambiguity



Space



Eustress

(1 of 2)

Eustress: evokes a similar psychological reaction as found in distress and neustress, yet is the product of a pleasurable initiator.

Tenure



Promotion



Challenge



Opportunity



Progress



Acceptance



Eustress

(2 of 2)

Love



Excitement



Improvement



Creativity



Friendship



Marriage



Children



Motivation



Success



Achievement



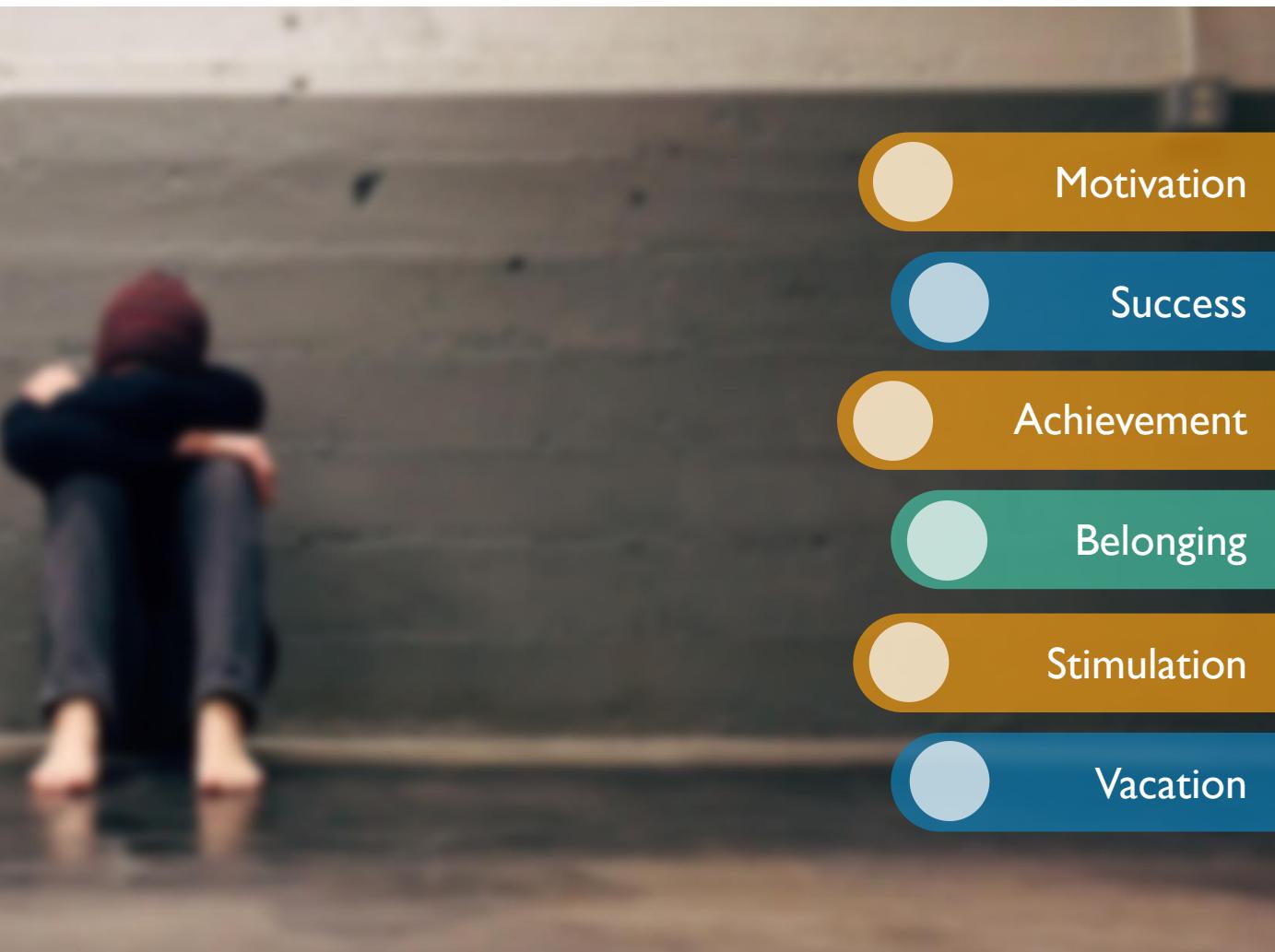
Belonging



Stimulation



Vacation



Distress

(1 of 2)

Distress: evokes a negative, tense feeling.

Worry



Pressure



Anxiety



Tension



Frustration



Aggravation



Fear



Stress Management
Distress

(2 of 2)

Annoyance



Trouble



Franticness



Nuisance



Exasperation



Trauma



Confusion



Strain

Bewilderment

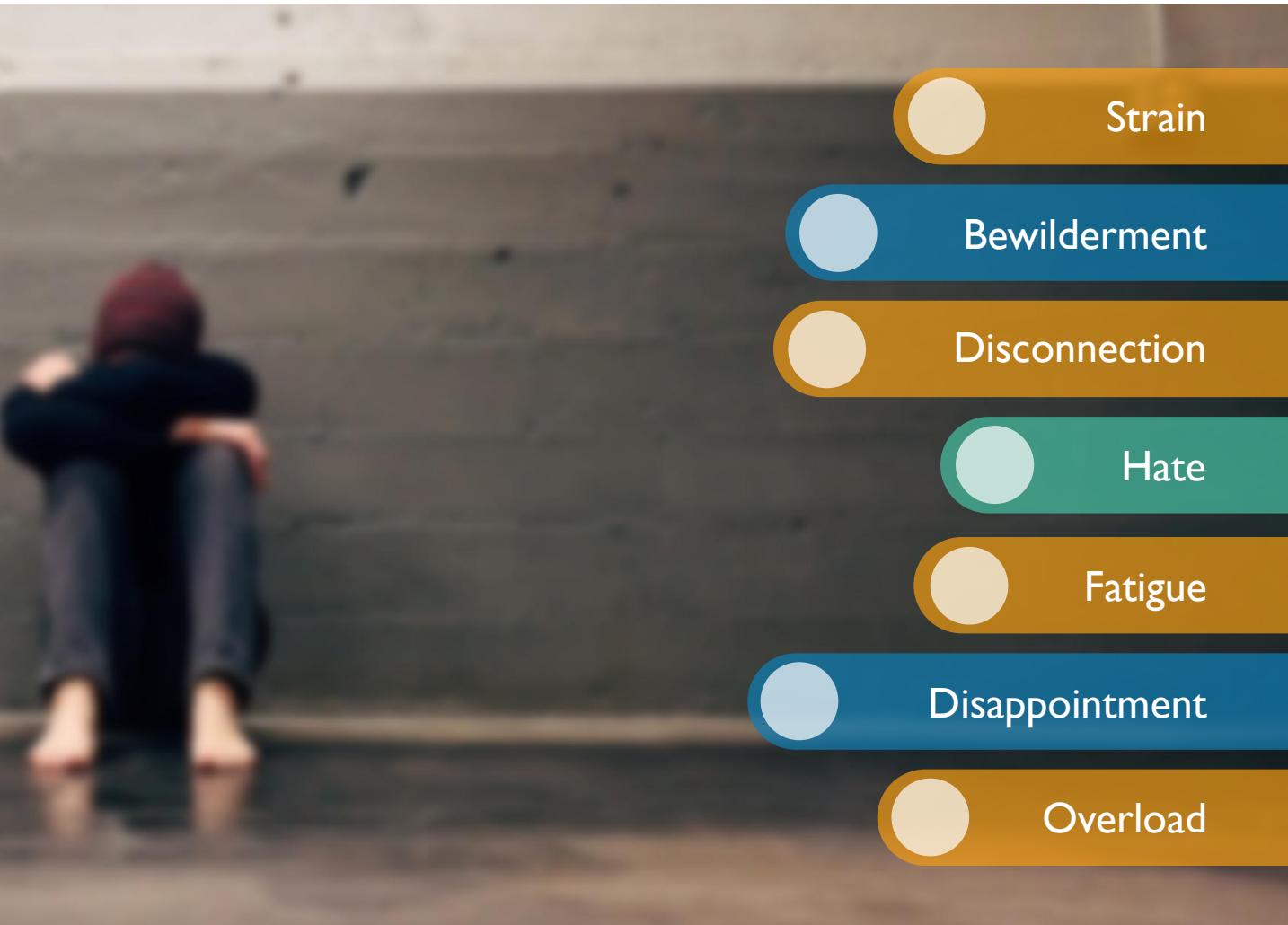
Disconnection

Hate

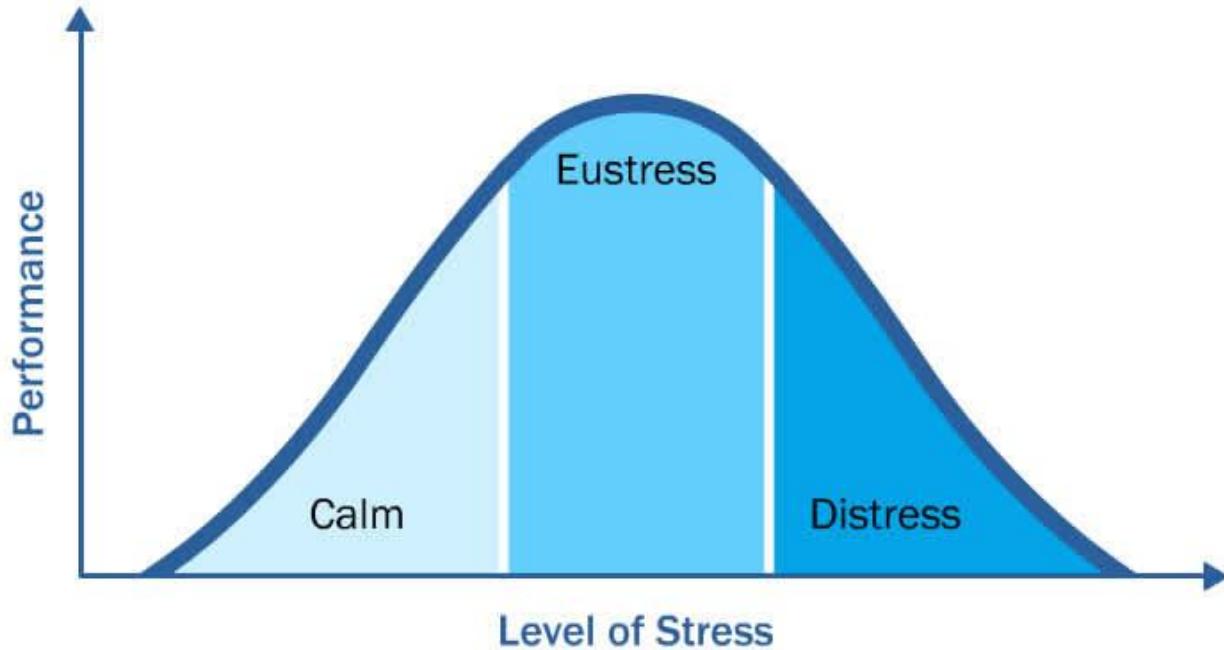
Fatigue

Disappointment

Overload



Stress Performance Arch



At eustress, an employee is at the peak of their performance.
However, as distress occurs, their performance decreases.

THE WAY STRESS BUILDS



Negative Results Of Stress

(1 of 3)

Mental:

Worry.

Poor concentration.

Memory loss.

Lowered self-image.

Poor time management.

Decreased creativity.



Negative Results Of Stress

(2 of 3)

Emotional:

Irritability.



Mood swings.



Depression.



Frustration.



Anxiety.



Tension.



Excitability.



Negative Results Of Stress

(3 of 3)

Physical:

Low energy levels.

Aches and pains.

Headaches.

Back maladies.

Sweating.

Insomnia.

Stuttering.



Positive Results Of Stress

(1 of 3)

Mental:

Enhanced creativity.

Enhanced thinking.

Goal-orientation.

Decisiveness.

Enhanced motivation.



Positive Results Of Stress

(2 of 3)

Emotional:



Sense of control.

Responsiveness to environment.

Improved interpersonal skills.

Improved morale.

Positive Results Of Stress

(3 of 3)

Physical:

High energy levels.

Stamina.

Endurance.

Flexibility of muscles and joints.

Feeling of health.



PRODUCTIVITY CURVE

A close-up photograph of a man's hand and arm. He is wearing a dark suit jacket over a light-colored shirt and a blue striped tie. His right hand is extended towards the camera, with his index finger pointing directly at it. The background is blurred, showing what appears to be an office environment with warm lighting.

Productivity Curve

(1 of 2)

Pro Stress

Attitude is good.



Creativity is high.



Energy level is high.



Health is good.



Absenteeism is low.



Productivity is high.



Productivity Curve

(2 of 2)

Dis Stress

Attitude is poor.



Creativity is low.



Energy level is low.



Mistakes increase.



Accidents increase.



Physical/behavioral dysfunctions increase.



Productivity decreases.



Defense Mechanisms

(1 of 3)

Repression

Fantasy

Insulation

Isolation

Regression

Introjection

Identification

Rationalization/Intellectualization

Projection

Sublimation

Compensation

Reaction formation



Defense Mechanisms

(2 of 3)

Repression:

The act of hiding thoughts, desires, and feelings that cause too much anxiety for people to face.

Regression:

The return to a child-like state for comfort.

Rationalization/Intellectualization:

The attempt to justify something intellectually.

Defense Mechanisms

(3 of 3)

Projection:

The act of attributing your own emotions to another person.

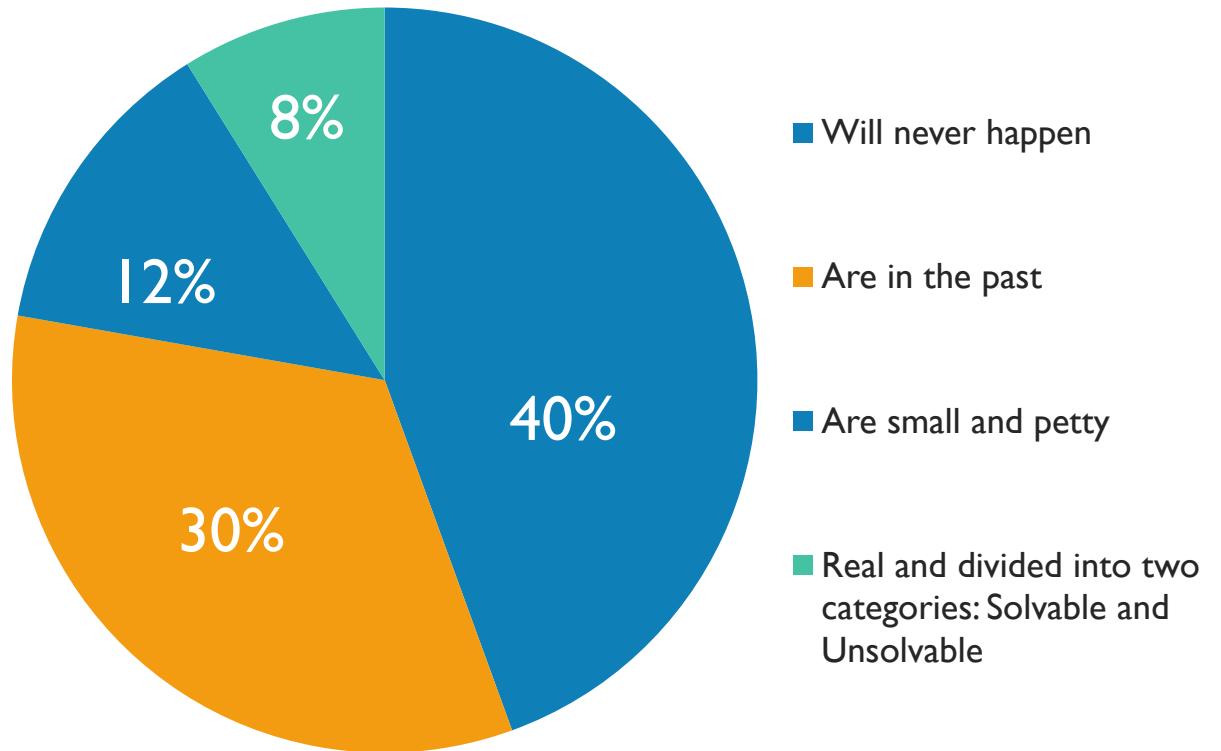
Sublimation:

The attempt to make a behavior or impulse socially acceptable.

Reaction Formation:

The act of creating a reaction that is opposite to the way the person feels.

Stress Management
Worries
(1 of 3)



- Will never happen
- Are in the past
- Are small and petty
- Real and divided into two categories: Solvable and Unsolvable



“I've known many troubles big and small, but most of them never happened at all.”
—Mark Twain

That represents the 40% of worries that will never even happen!

Stress Management
Worries

(3 of 3)



People often try to plan out how they will respond to different situations, yet situations never happen the way people expect them to.

Everyone worries about different things.

Worrying is counter-productive and unhealthy, yet it is often very difficult to prevent.

Stress Management
Worries
(3 of 3)

Responsibly avoid it.

1

Change it.

2

Change your attitude.

3

Positively procrastinate.

4

Replace or remove it.

5



I Low on 10/03/11 1099.23

Jan Feb Mar Apr May Jun Jul
2011

PERSONAL SIGNS AND SYMPTOMS



Personal Signs And Symptoms

(1 of 2)

Fatigue.

Worry.

Inability to make decisions.

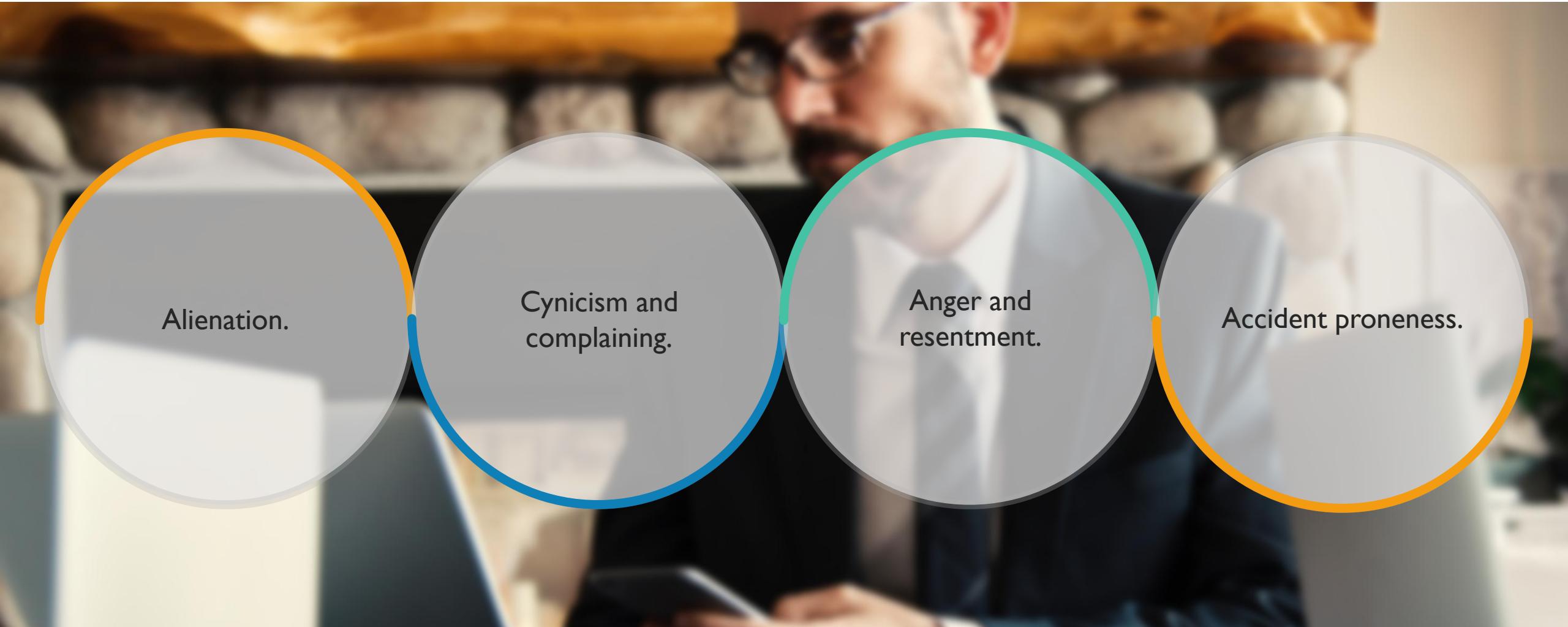
Guilt.

Physical symptoms.



Personal Signs And Symptoms

(2 of 2)



A large, semi-transparent circular graphic overlays the background image. It consists of four segments, each containing a sign or symptom. The segments are colored with orange, blue, teal, and yellow outlines. The first segment (orange) contains 'Alienation.', the second (blue) contains 'Cynicism and complaining.', the third (teal) contains 'Anger and resentment.', and the fourth (yellow) contains 'Accident proneness.'

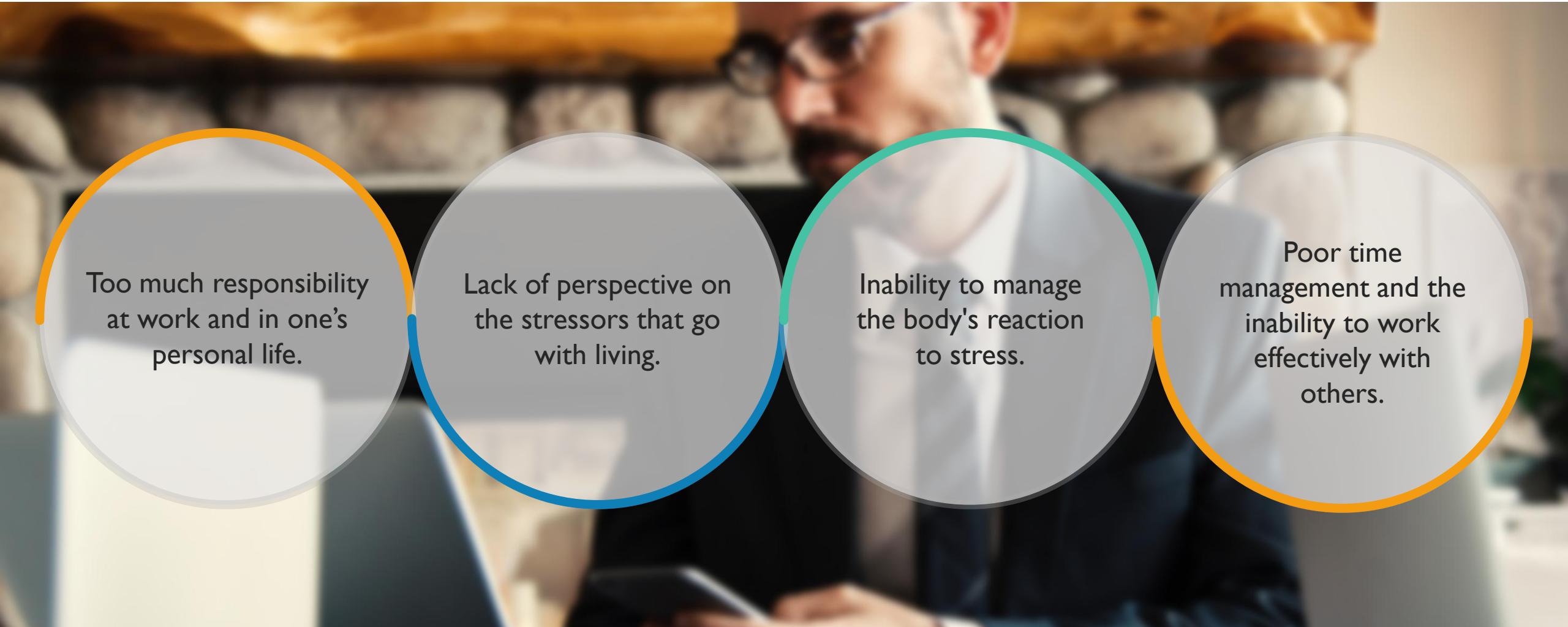
Alienation.

Cynicism and
complaining.

Anger and
resentment.

Accident proneness.

Causes Of Burn-out

A blurred background image of a man with glasses and a beard, wearing a dark shirt, sitting at a desk and looking down at his smartphone. He appears to be in a state of stress or deep concentration.

Too much responsibility
at work and in one's
personal life.

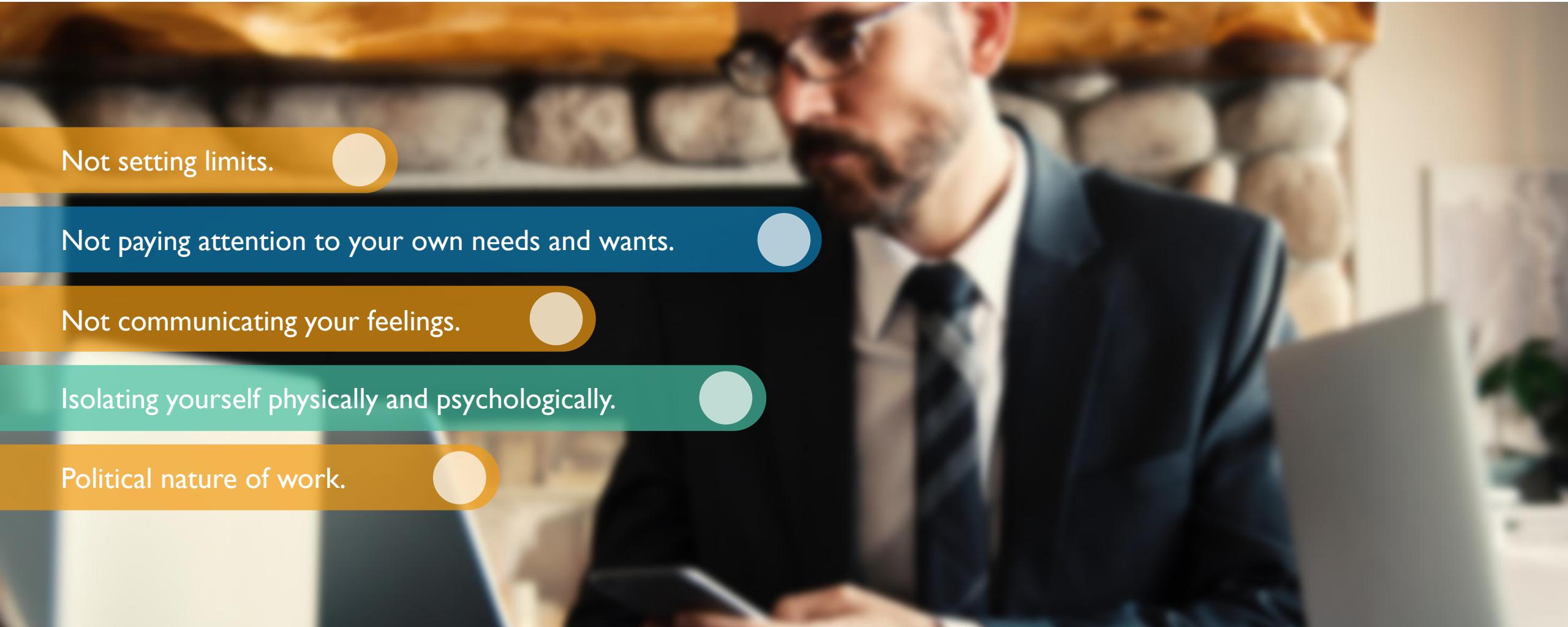
Lack of perspective on
the stressors that go
with living.

Inability to manage
the body's reaction
to stress.

Poor time
management and the
inability to work
effectively with
others.

Personal Sources Of Burn-Out

(1 of 2)

A blurry background image of a man in a dark suit and tie, wearing glasses, looking down at a tablet device he is holding. He appears to be in an office setting with bookshelves in the background.

Not setting limits.

Not paying attention to your own needs and wants.

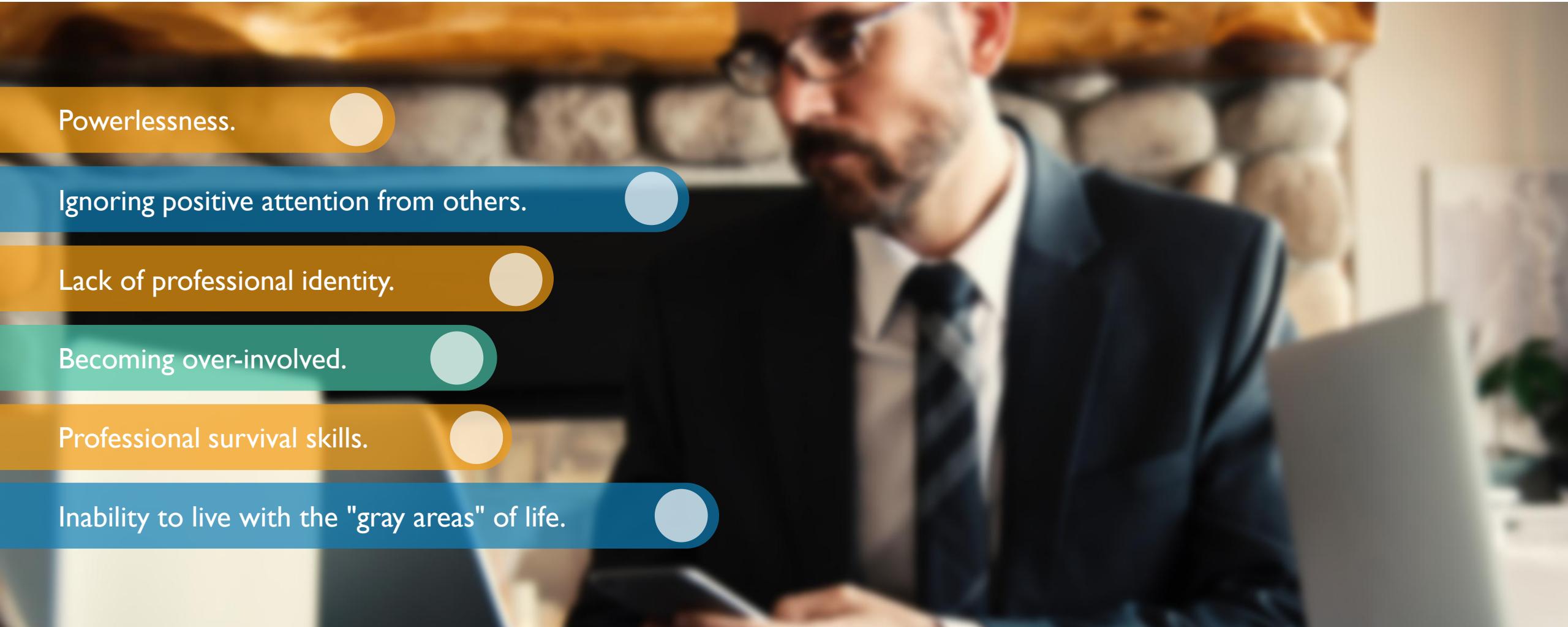
Not communicating your feelings.

Isolating yourself physically and psychologically.

Political nature of work.

Personal Sources Of Burn-Out

(2 of 2)



Powerlessness.

Ignoring positive attention from others.

Lack of professional identity.

Becoming over-involved.

Professional survival skills.

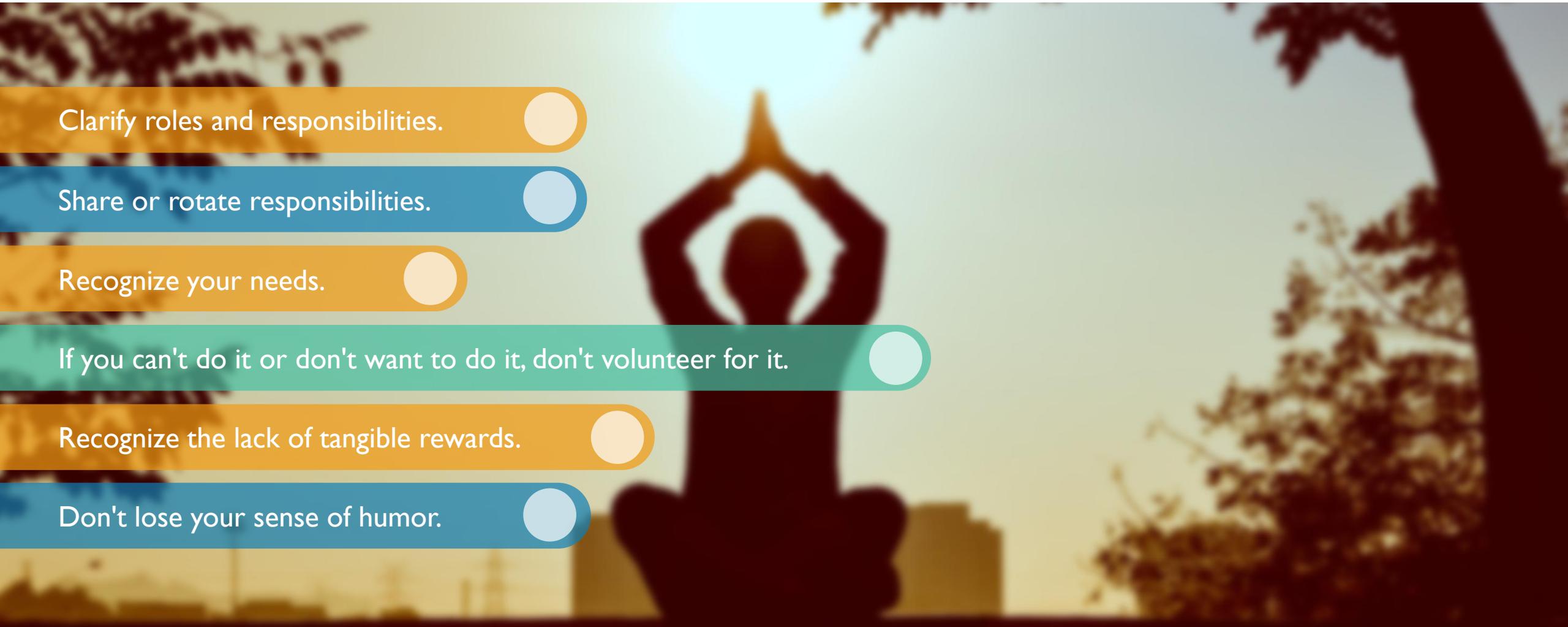
Inability to live with the "gray areas" of life.



INDIVIDUAL STRATEGIES MINIMIZE BURN-OUT

Individual Strategies Minimize Burn-Out

(1 of 2)



Clarify roles and responsibilities.

Share or rotate responsibilities.

Recognize your needs.

If you can't do it or don't want to do it, don't volunteer for it.

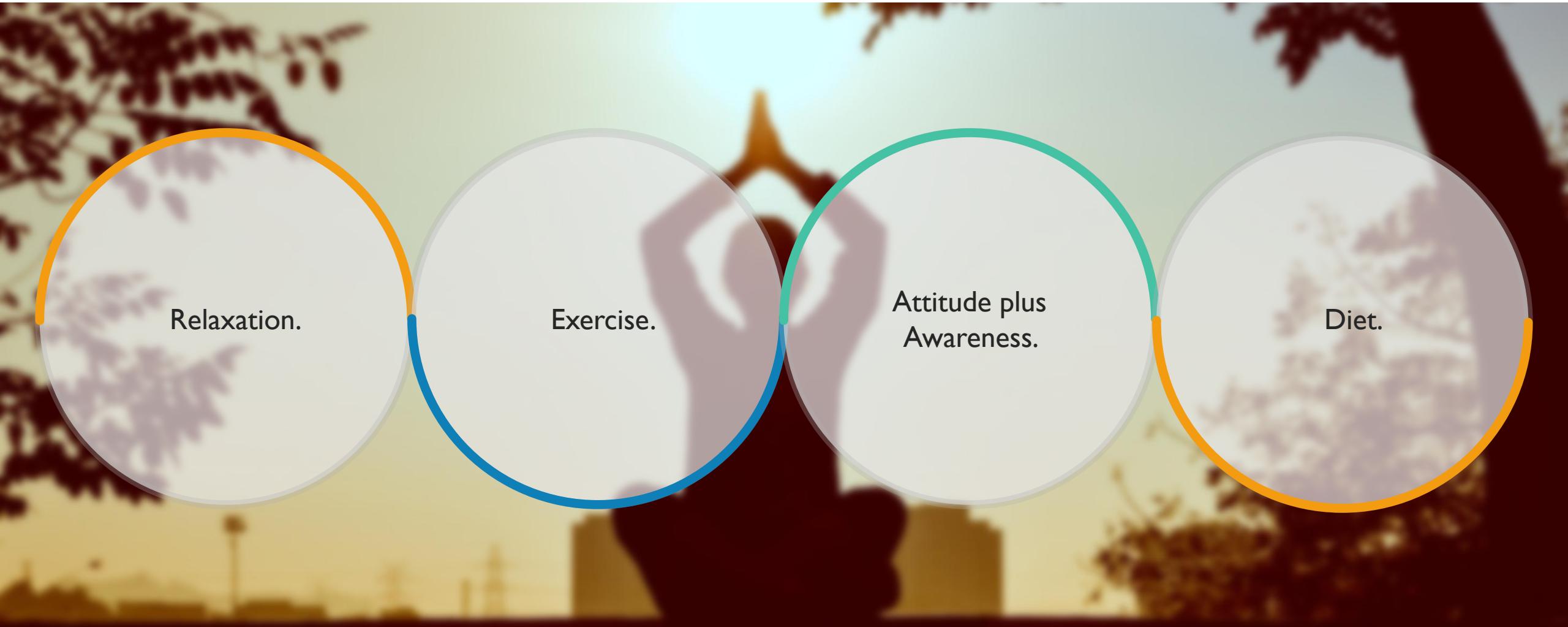
Recognize the lack of tangible rewards.

Don't lose your sense of humor.

Individual Strategies Minimize Burn-Out

(2 of 2)

R.E.A.D.



A large, semi-transparent circular graphic overlays the background image. It consists of four segments, each containing one of the four R.E.A.D. strategies. The segments are colored orange, blue, teal, and yellow from left to right. The background image shows a person in a park-like setting with trees and a building in the distance.

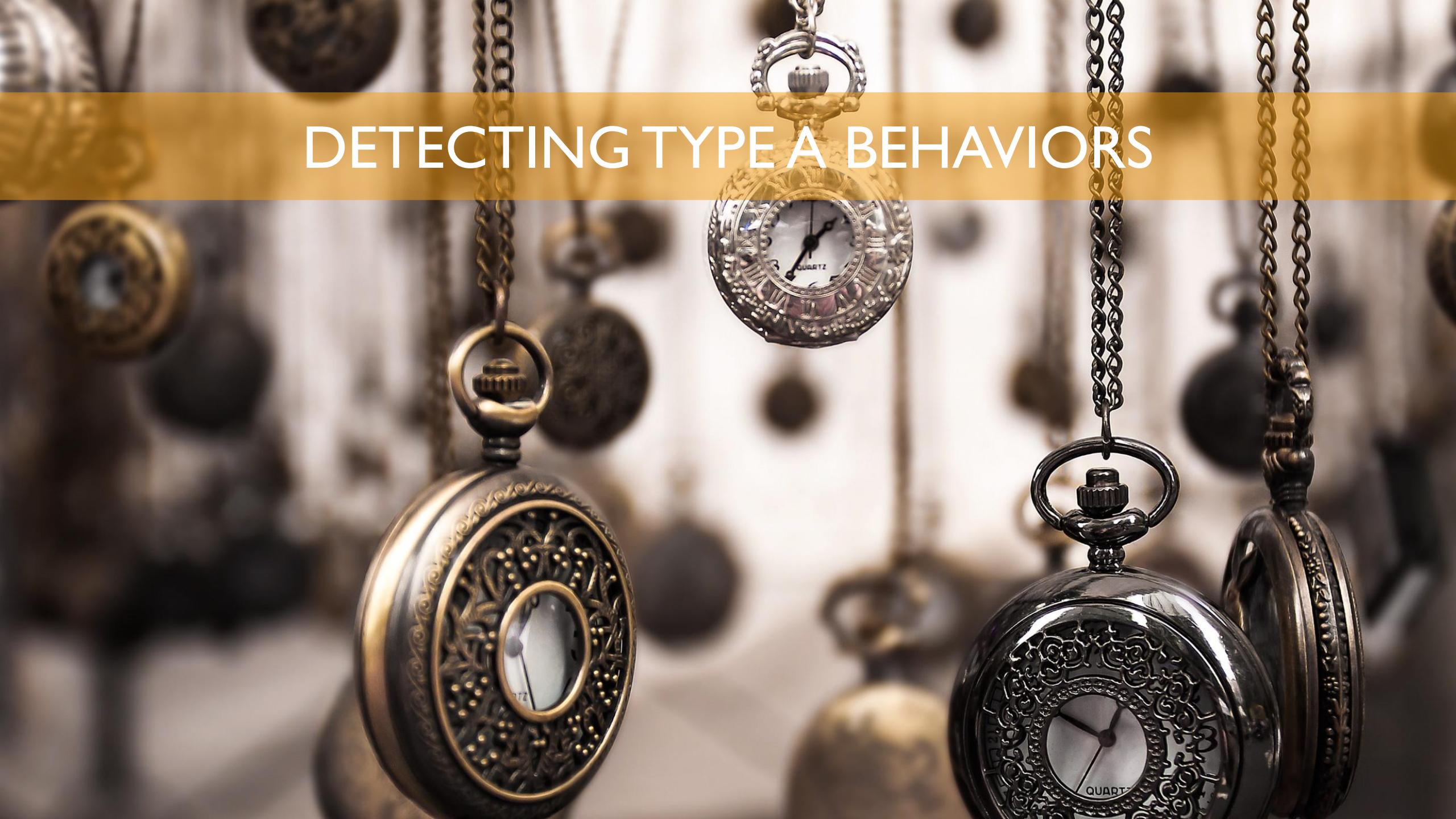
Relaxation.

Exercise.

Attitude plus
Awareness.

Diet.

DETECTING TYPE A BEHAVIORS



Detecting Type A Behaviors

(1 of 2)

Vocal explosiveness.

1

Constant motion.

2

Impatience.

3

Thinking or doing two or more things at once.

4

Dominating conversation.

5

Feeling guilty when relaxing.

6

Detecting Type A Behaviors

(2 of 2)

Preoccupation with having, not being.

7

Scheduling more in less and less time.

8

Feeling compelled to challenge others.

9

Nervous tics or gestures.

10

Fear of slowing down.

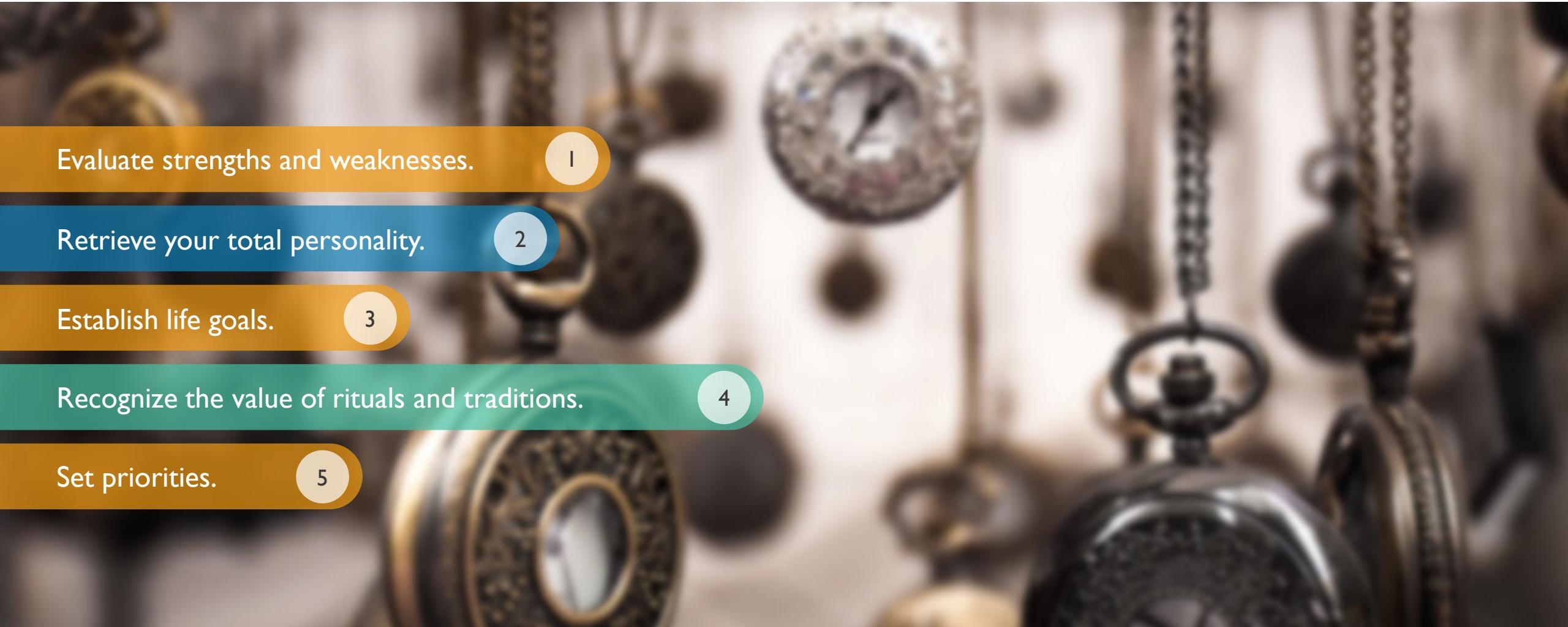
11

Attachment to the numbers game.

12

What To Do About Type A's

(1 of 2)

A blurred background image showing a row of antique pocket watches hanging from chains, creating a sense of time and tradition.

Evaluate strengths and weaknesses.

1

Retrieve your total personality.

2

Establish life goals.

3

Recognize the value of rituals and traditions.

4

Set priorities.

5

What To Do About Type A's

(2 of 2)

Revise your daily schedule.

6

Work in a milieu that promotes peace.

7

Consider your words.

8

Break at lunchtime.

9

Forget the 5:00 P.M. frenzy.

10

Spend some time alone.

11

Consider your words.

12

Stress & Me!

(1 of 2)

Situation:

Describe the circumstances surrounding the event.

Personal Interpretation:

Describe what was on your mind, what you said to yourself and what your feelings were.

Stress & Me!

(2 of 2)

Reaction:

Describe specifically what you said or did.

Future:

Describe what you could do next time.

Where Stress Originates



If you're like most people, stress is present, at least in some amount, in practically all areas of your life.

It's probably useful to look at all these areas to see how serious the stressors are and to make sure there aren't some less obvious ones that need your attention.

Stress Over Time

Situational pressures:
Short-term feelings of tension caused by brief incidents.

Long-term stressors:
Situations that recur or continue over a long period of time.

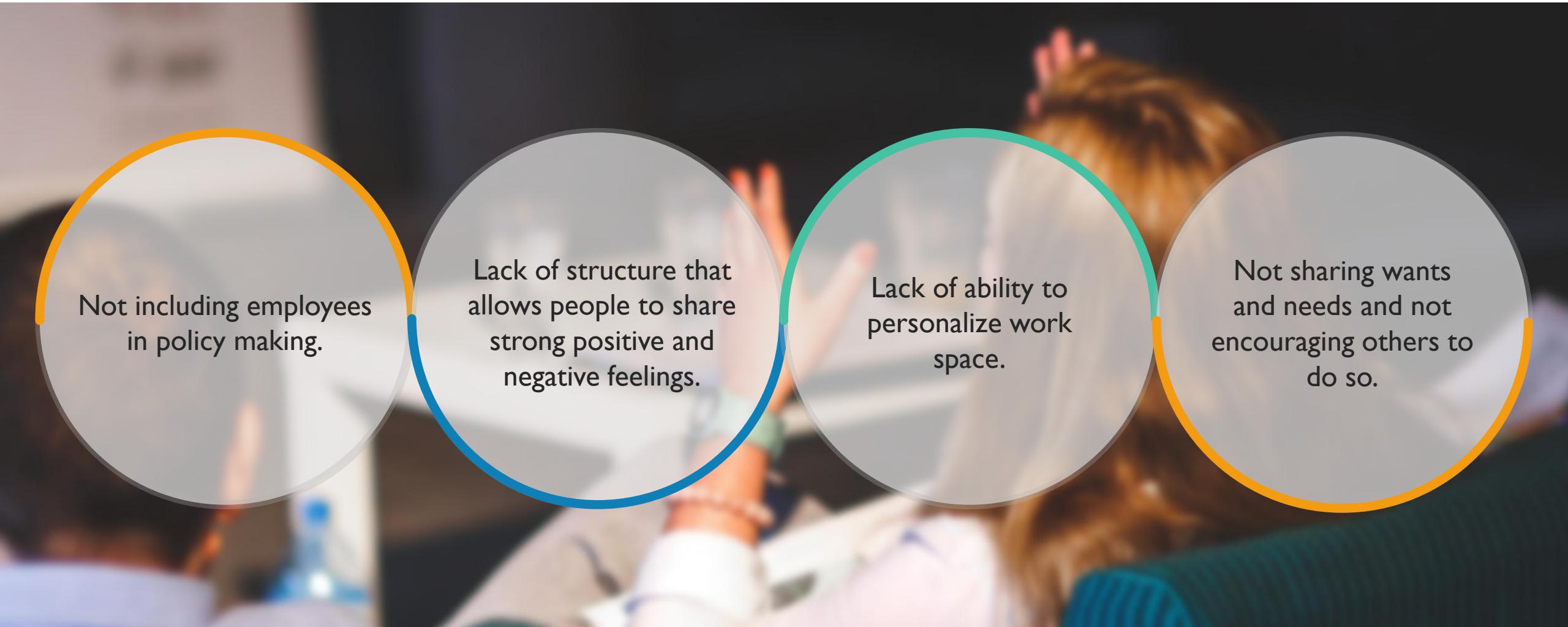
Trigger situations:
A single event that appears to bring on severe symptoms of stress.

ORGANIZATIONAL SOURCES OF BURN-OUT



Organizational Sources Of Burn-Out

(1 of 2)

A blurred background image shows several people in a professional setting, possibly a meeting or presentation, with their hands raised in what appears to be a Q&A session.

Not including employees
in policy making.

Lack of structure that
allows people to share
strong positive and
negative feelings.

Lack of ability to
personalize work
space.

Not sharing wants
and needs and not
encouraging others to
do so.

Organizational Sources Of Burn-Out

(2 of 2)

Lack of adequate supervision.

Dead-end jobs.

Lack of skill-based training.

Few external rewards.

Limited vacation time.

High client/employee ratio.

Organizational Signs/Symptoms

Increased absenteeism.



Low level of enthusiasm.



Quality of service declines.



Lack of focus.



High level of complaints.



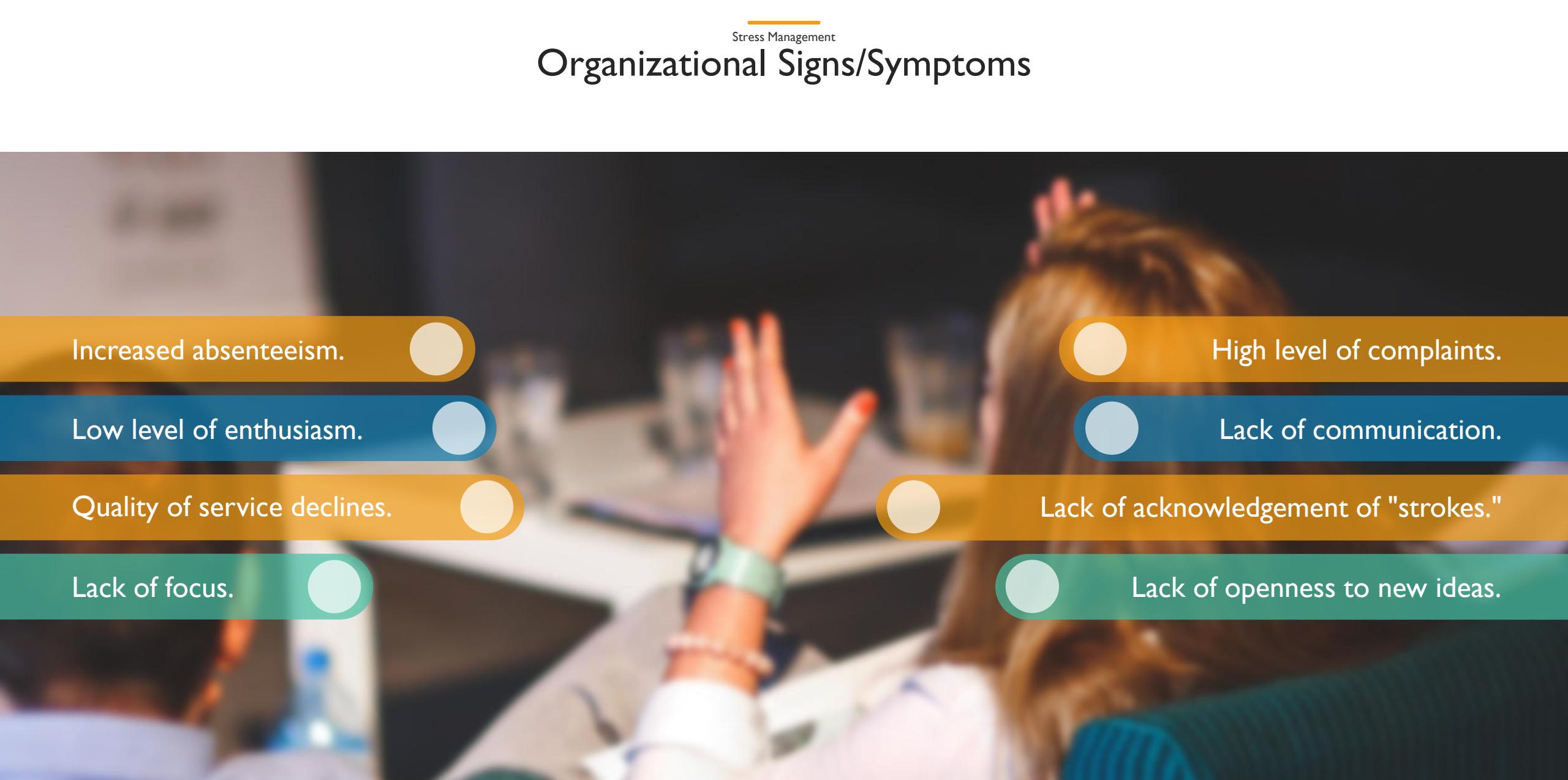
Lack of communication.



Lack of acknowledgement of "strokes."



Lack of openness to new ideas.



Identify The Signals

Take a break.



Take stock of your stress creating habits.



Take action.



Take it as it is.



Take care of yourself.



Analyzing Great Expectations



Expectations are often unstated, unclear and/or unrealistic.

Expectations are powerful.

Expectations often are conflicting.

Expectations must be prioritized.

Clarifying Expectations

Clear Change:

C = Clarify.

L = Listen carefully.

E = Explain your expectations clearly.

A = Accept/adjust to the situation.

R = Reinforce your self-esteem.

Controlling Your Workload

Perspective.



Prioritize.



Plan.

Paperwork.



Meetings.



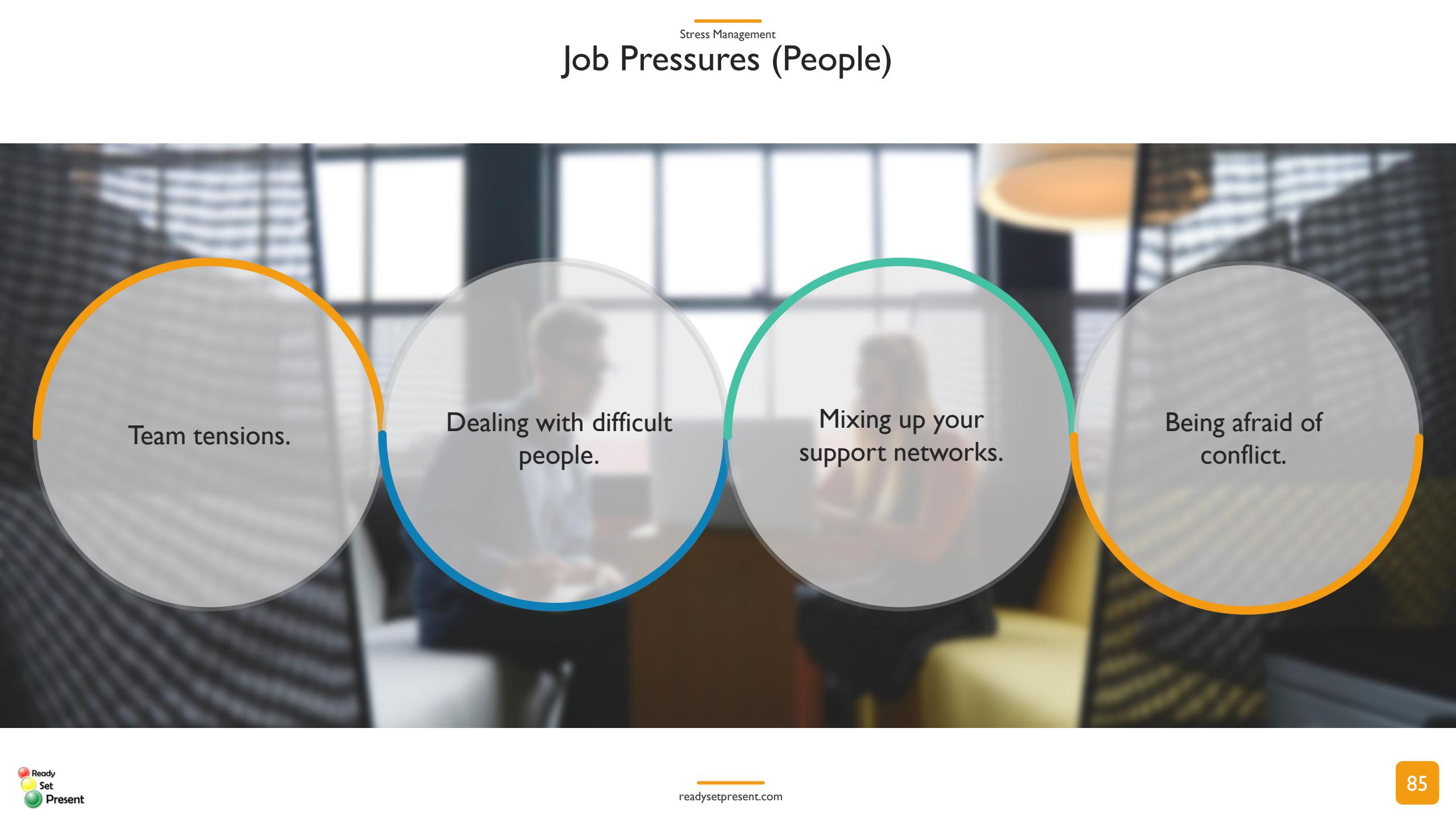
Idle downtime.



Promise.



Job Pressures (People)



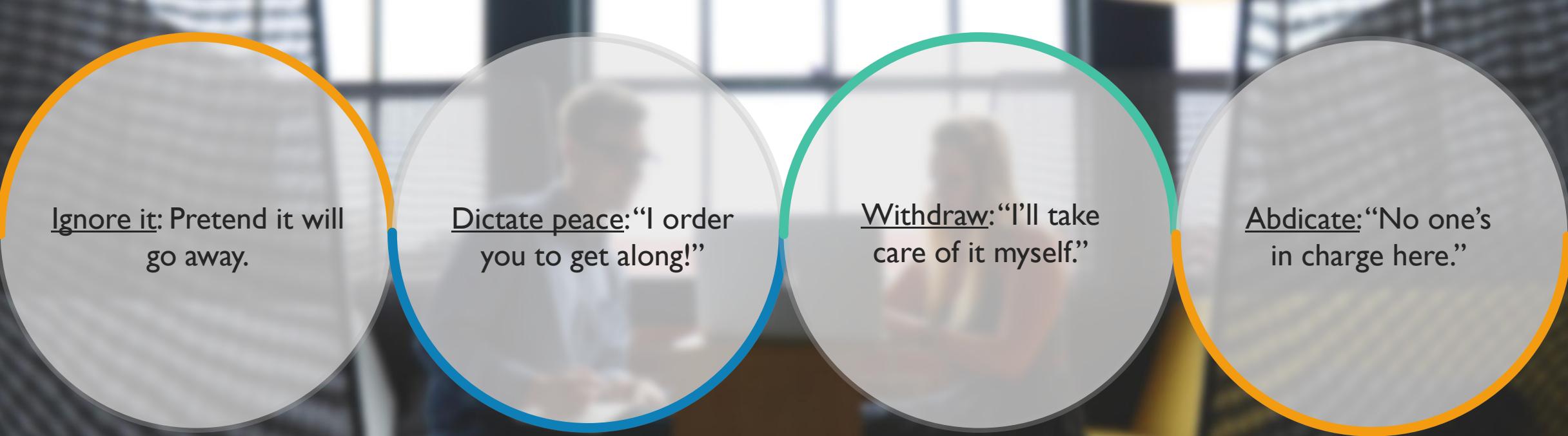
Team tensions.

Dealing with difficult people.

Mixing up your support networks.

Being afraid of conflict.

On The Job – Conflict Styles



Ignore it: Pretend it will go away.

Dictate peace: “I order you to get along!”

Withdraw: “I’ll take care of it myself.”

Abdicate: “No one’s in charge here.”

People Pressures – Skills

Be direct.



Lower your expectations.



Try to understand.



Get tough.



Be nice.



Keep focused.



Get support.



The Nature Of Job Change

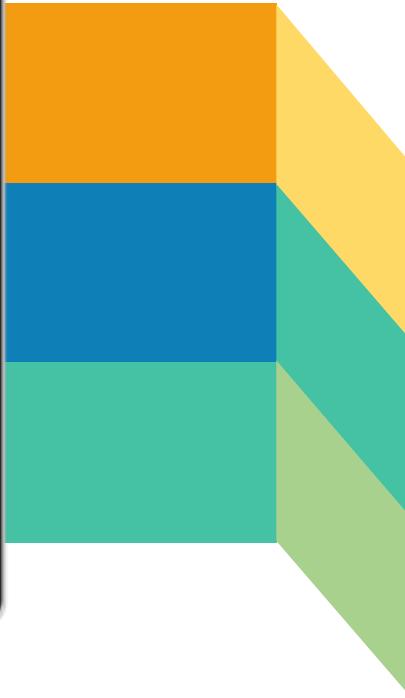


The Job changes.

The Person changes.

*Sometimes, when people identify themselves too much by their job, the loss can be very difficult.
Try not to let your job define you.*

Surviving a Changing Workplace



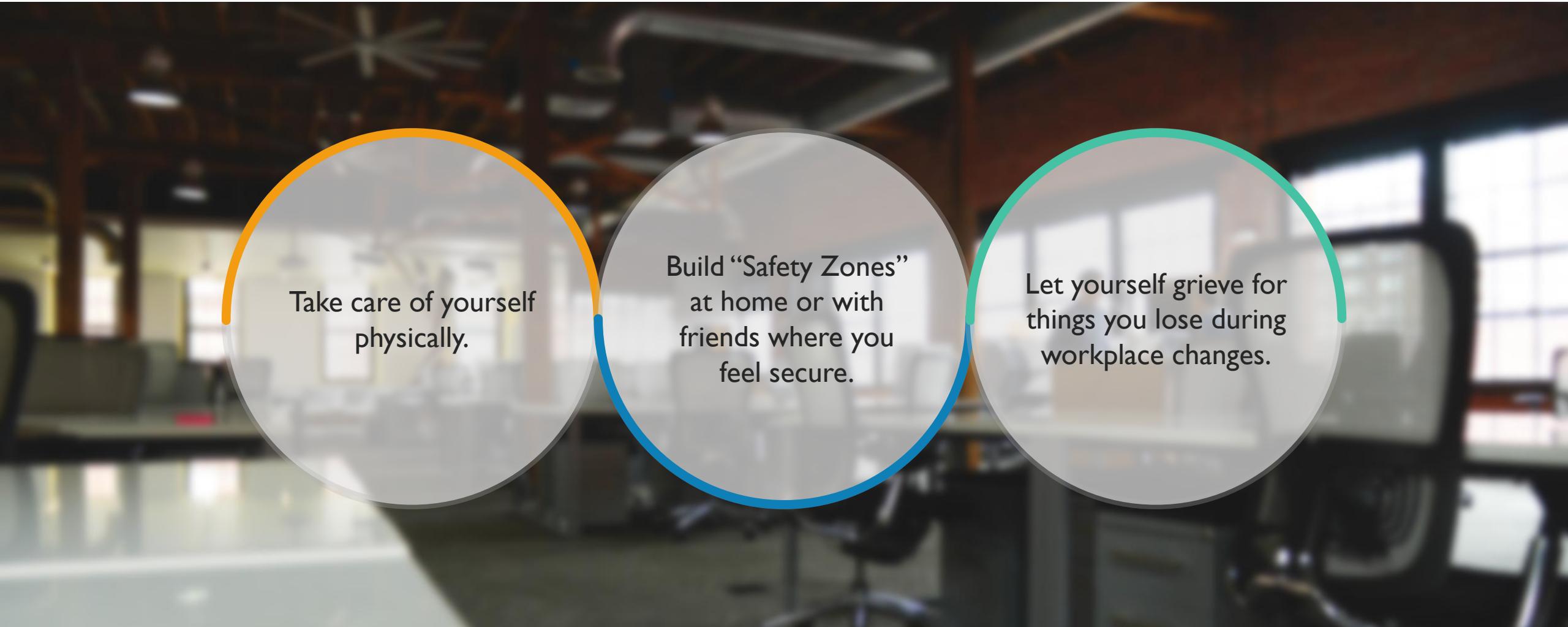
1. Identify the change, and accept it.
2. Prepare yourself for change.
3. Boldly step forward into the new.

WORKPLACE CHANGE



Workplace Change - Tips

(1 of 4)



Take care of yourself physically.

Build “Safety Zones” at home or with friends where you feel secure.

Let yourself grieve for things you lose during workplace changes.

Workplace Change - Tips

(2 of 4)



Pace yourself.
Adjust to change in
context of the past and
the future.

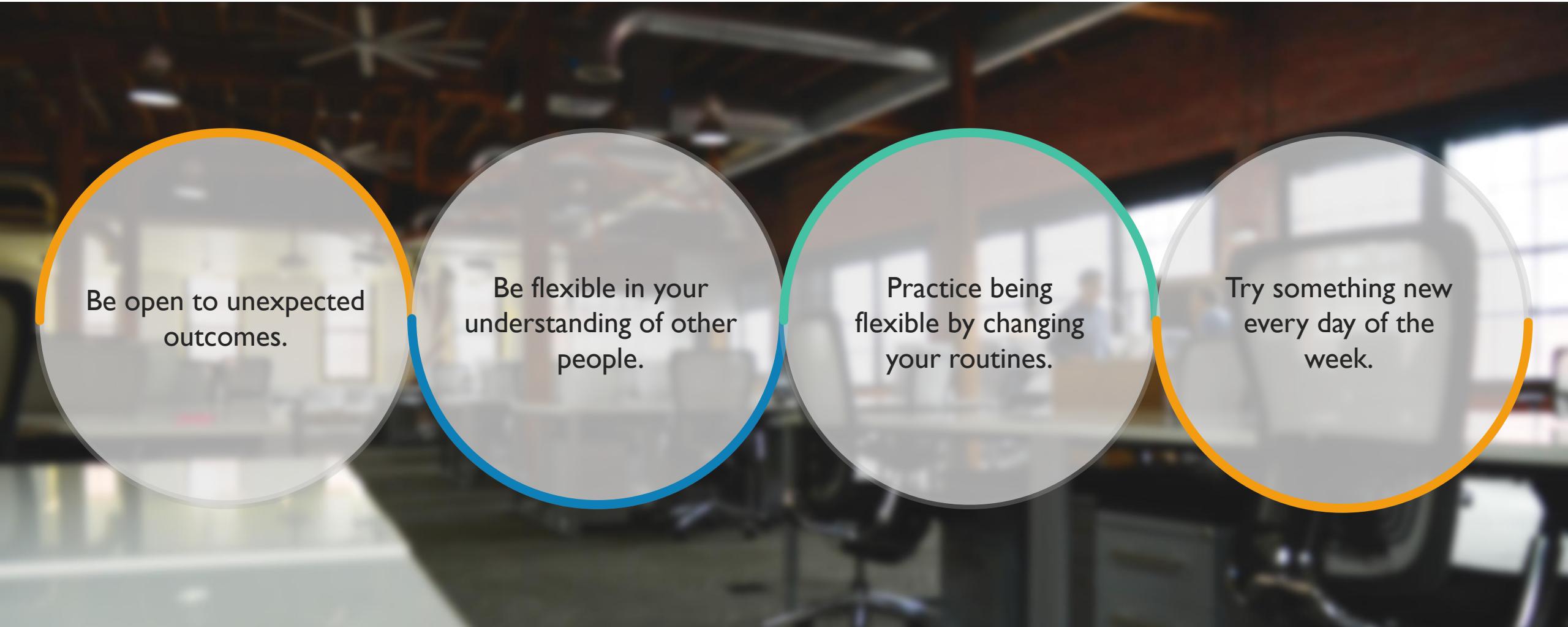
Pay attention to your
stress symptoms.

Develop new
strategies for dealing
with stress.

Learn to let go of
realities that you
cannot control.

Workplace Change - Tips

(3 of 4)



Be open to unexpected outcomes.

Be flexible in your understanding of other people.

Practice being flexible by changing your routines.

Try something new every day of the week.

Workplace Change - Tips

(4 of 4)



Avoid impulsive “change for the sake of change.”

Ask advice from veterans.

Learn from changes.

What skills did you use?

What new skills could you develop?

As you change, update your internal resume.

Patterns Producing Imbalance

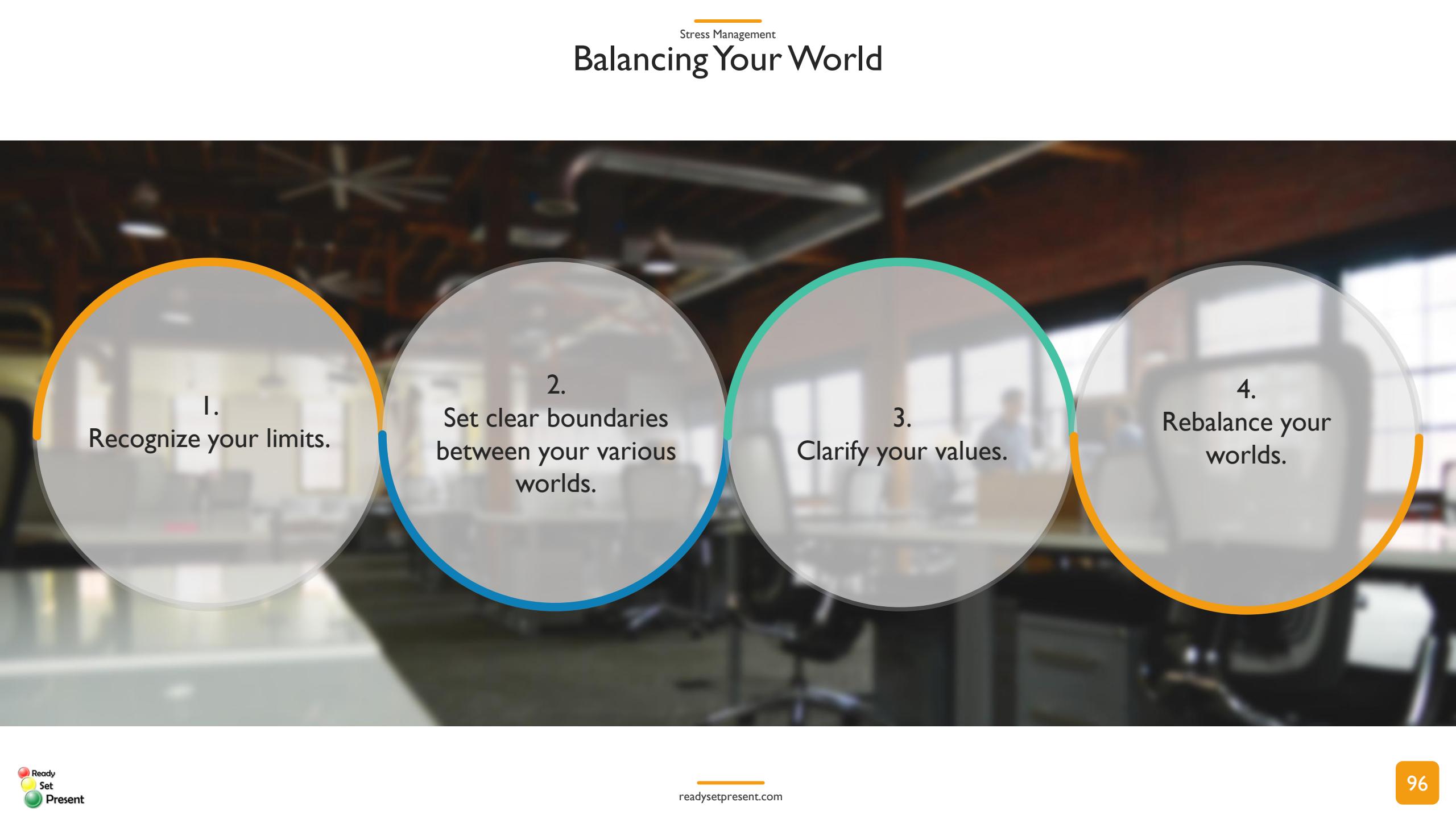


Overwork.

Over-absorption.

Self-absorption.

Balancing Your World



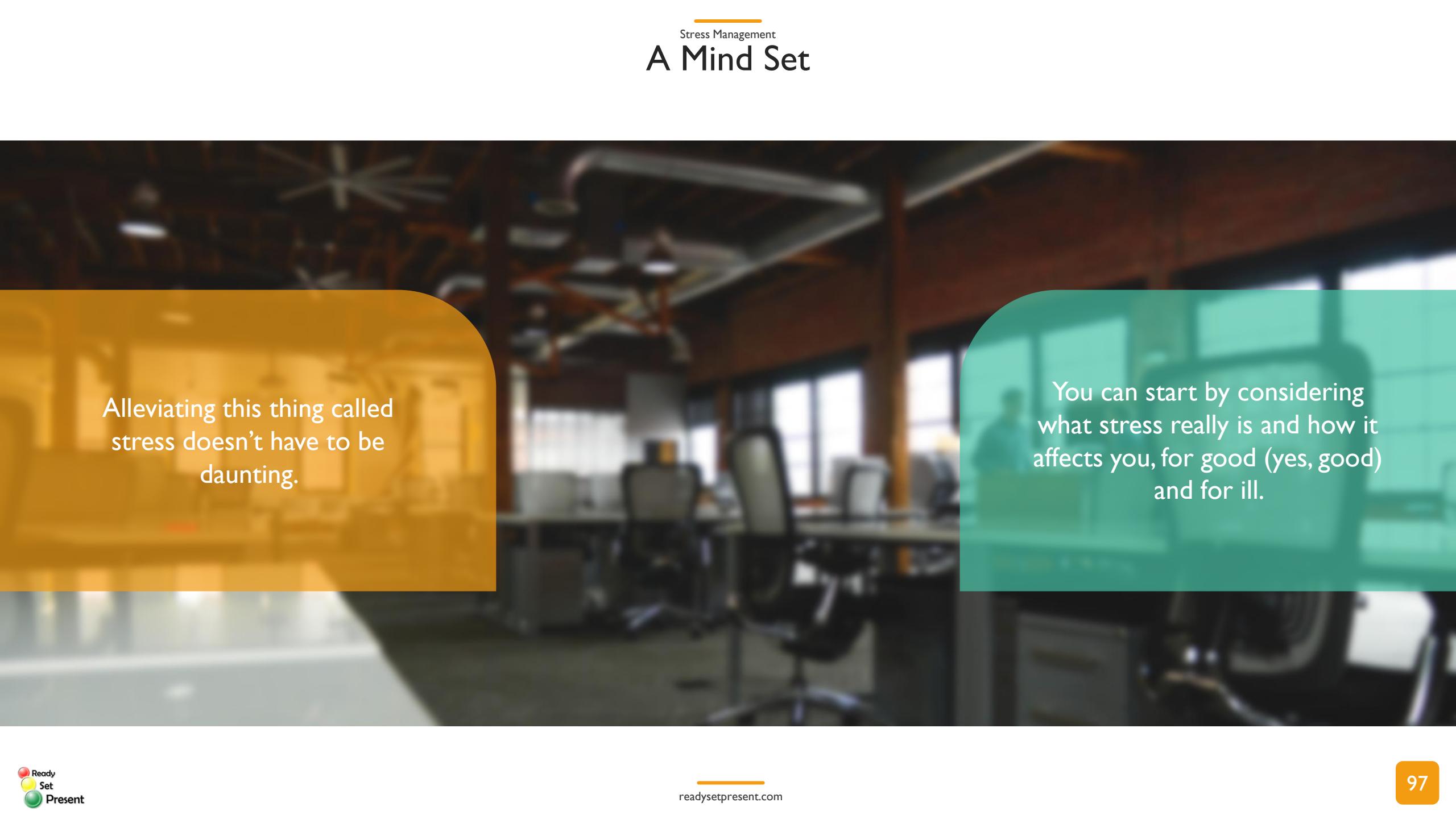
1.
Recognize your limits.

2.
Set clear boundaries
between your various
worlds.

3.
Clarify your values.

4.
Rebalance your
worlds.

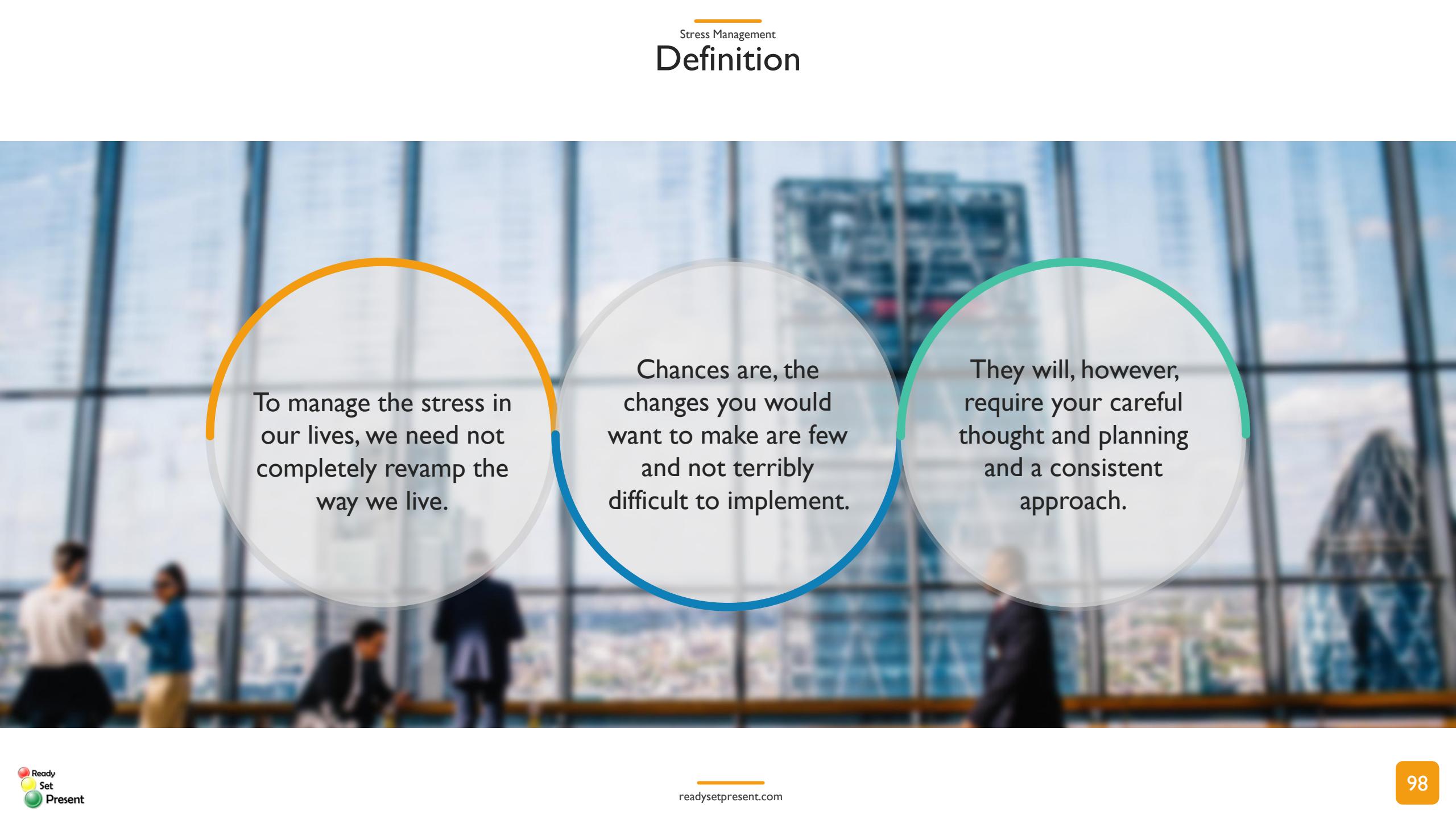
A Mind Set



Alleviating this thing called stress doesn't have to be daunting.

You can start by considering what stress really is and how it affects you, for good (yes, good) and for ill.

Definition



To manage the stress in our lives, we need not completely revamp the way we live.

Chances are, the changes you would want to make are few and not terribly difficult to implement.

They will, however, require your careful thought and planning and a consistent approach.

Organizational Factors

(1 of 6)

Organizational Health and Safety:

Lighting, humidity, sound levels, and temperature ranges can affect an employee's comfort, health and stress levels.

Your Role In The Organization:

Confusion about your role in the organization is usually the result of an unclear or poorly devised job description.

Organizational Factors

(2 of 6)



Professional Relationships:

Stress occurs when you feel you are not highly regarded or respected, when you feel you are not treated fairly or when you feel that others do not listen to you.

Organizational Factors

(3 of 6)



Professional Relationships: Supervisory Relationships:

Being able to communicate with supervisors to ask for help, to discuss your ideas, and to clarify assignments is essential to feeling you understand your role and that you are performing at your own best level.

Organizational Factors

(4 of 6)



Professional Relationships: Co-worker Relationships:

Peer pressure can force an employee to be more productive, although it can also work the other way.

Organizational Factors

(5 of 6)



Your Personal Approach To Work:
Employees often cause stress for themselves as well, in the managing of their daily work and in the management of their careers.

Organizational Factors

(6 of 6)

Your Personal Approach To Work:

Performing Daily Tasks:
Promptness, organization, time management, a cooperative or competitive attitude, follow-through, and communication skills all work together to determine your productivity.

Meeting Career Goals:
If you have career goals, they may offer stress in two ways (mostly internal and external factors).

REMEMBER



Remember



Stress does not necessarily
have to have negative effects.
Stress can be positive.

The Pros of Stress



Energy to try new things.

Development of organizational/planning skills.

Recognition of what is a priority.

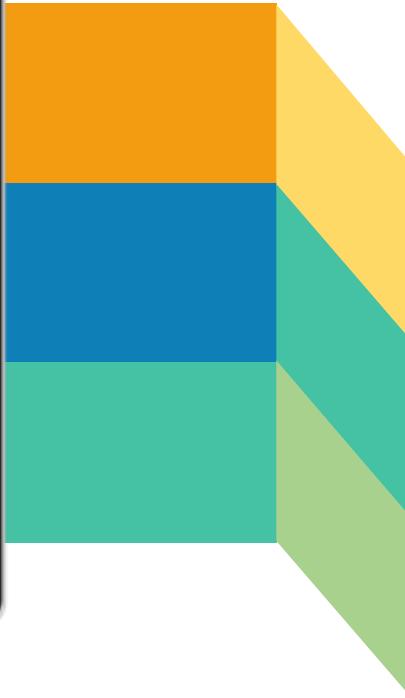
Remember



Stress can be what you make of it.

Make stress a challenge and let it work for, rather than against, you.

Reasons For Workplace Stress



Too much responsibility or too little responsibility.

Uncertainty of one's role or too many people sharing the same role.

Threat of losing one's job.

Workplace Stress

(1 of 2)



Stress experienced by one member of a team can potentially damage the entire effort by placing stress on other individuals.

Workplace Stress

(1 of 2)

Recognize the ways in which your stress affects others.

Criticism toward other team members.



Removal from projects.



Lack of enthusiasm towards a project.



Displacement of anger.

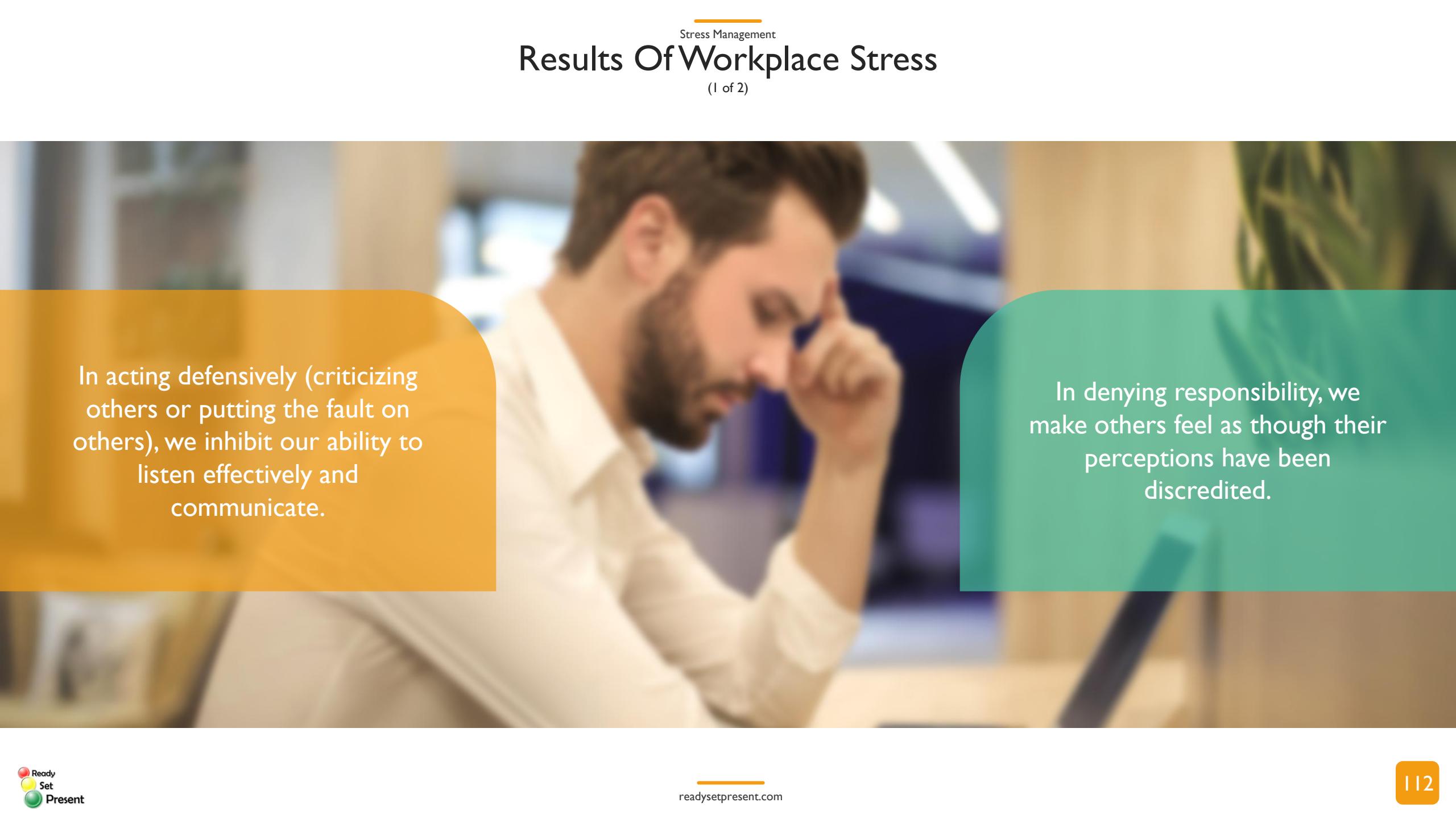


Projection of fault onto others.



Results Of Workplace Stress

(1 of 2)

A photograph of a man with a beard and short hair, wearing a white button-down shirt. He is holding a blue mug to his face with both hands, appearing to be crying or deeply distressed. The background is blurred, showing what looks like an office environment.

In acting defensively (criticizing others or putting the fault on others), we inhibit our ability to listen effectively and communicate.

In denying responsibility, we make others feel as though their perceptions have been discredited.

Results Of Workplace Stress

(2 of 2)



If we act unenthusiastic and uninterested in the project, others often feel that they are unable to communicate with us.

Workplace Stress



Make decisions as a team – listen to everybody's opinions and ideas.

Delegate goals, yet not how to achieve them.
Allow each member to decide for him or herself the best method of approach.

Communicate on a regular basis.

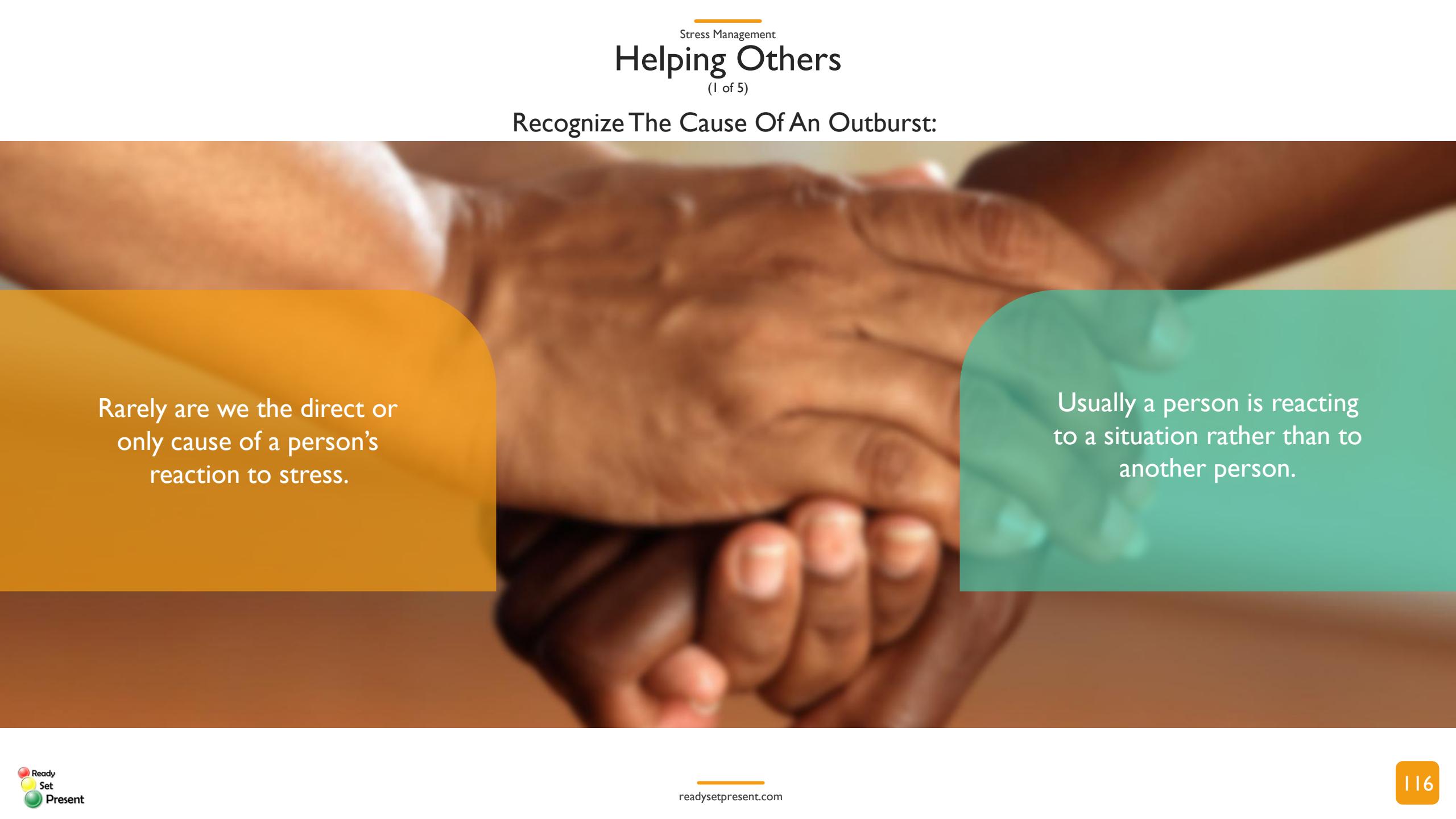


HELPING OTHERS

Helping Others

(1 of 5)

Recognize The Cause Of An Outburst:



A close-up photograph of two hands clasped together, symbolizing support or connection. The hands belong to people of different skin tones.

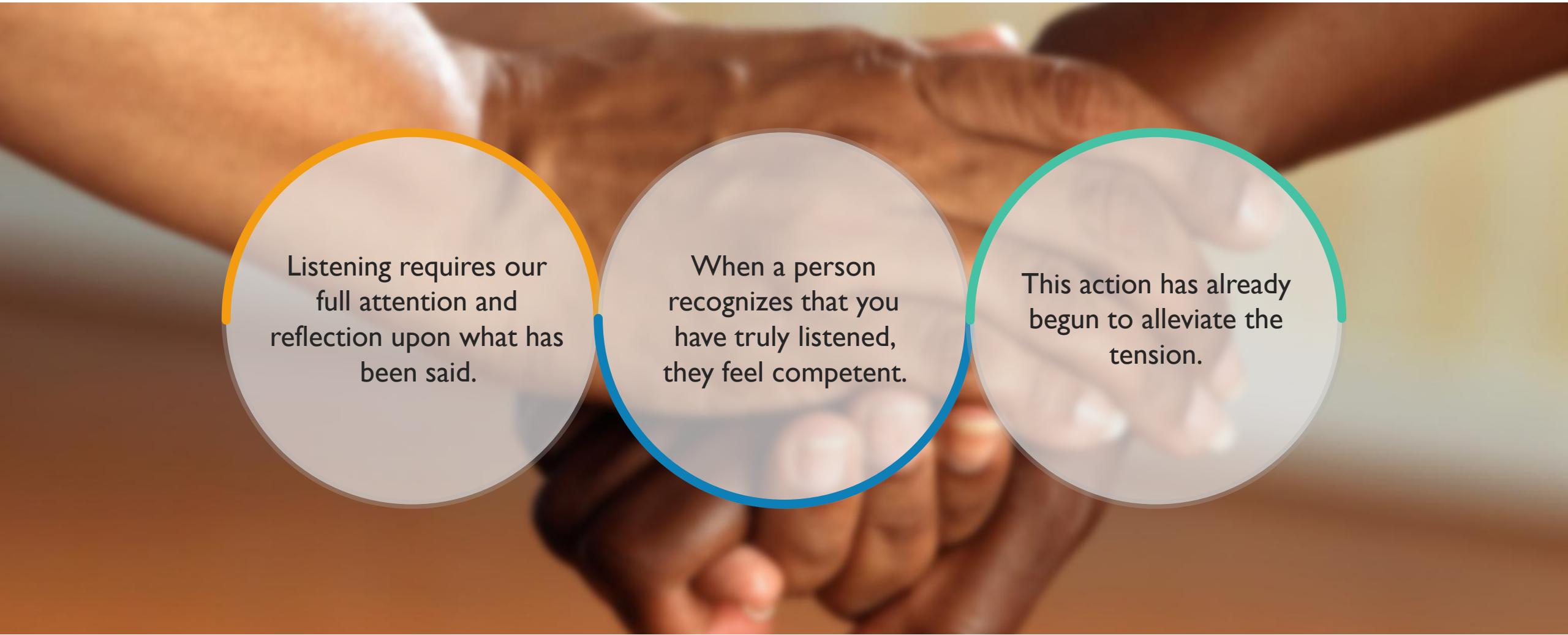
Rarely are we the direct or only cause of a person's reaction to stress.

Usually a person is reacting to a situation rather than to another person.

Helping Others

(2 of 5)

Listen Effectively Versus Just Hearing:

A close-up photograph of two hands clasped together, one appearing darker-skinned and the other lighter-skinned, symbolizing connection and support.

Listening requires our full attention and reflection upon what has been said.

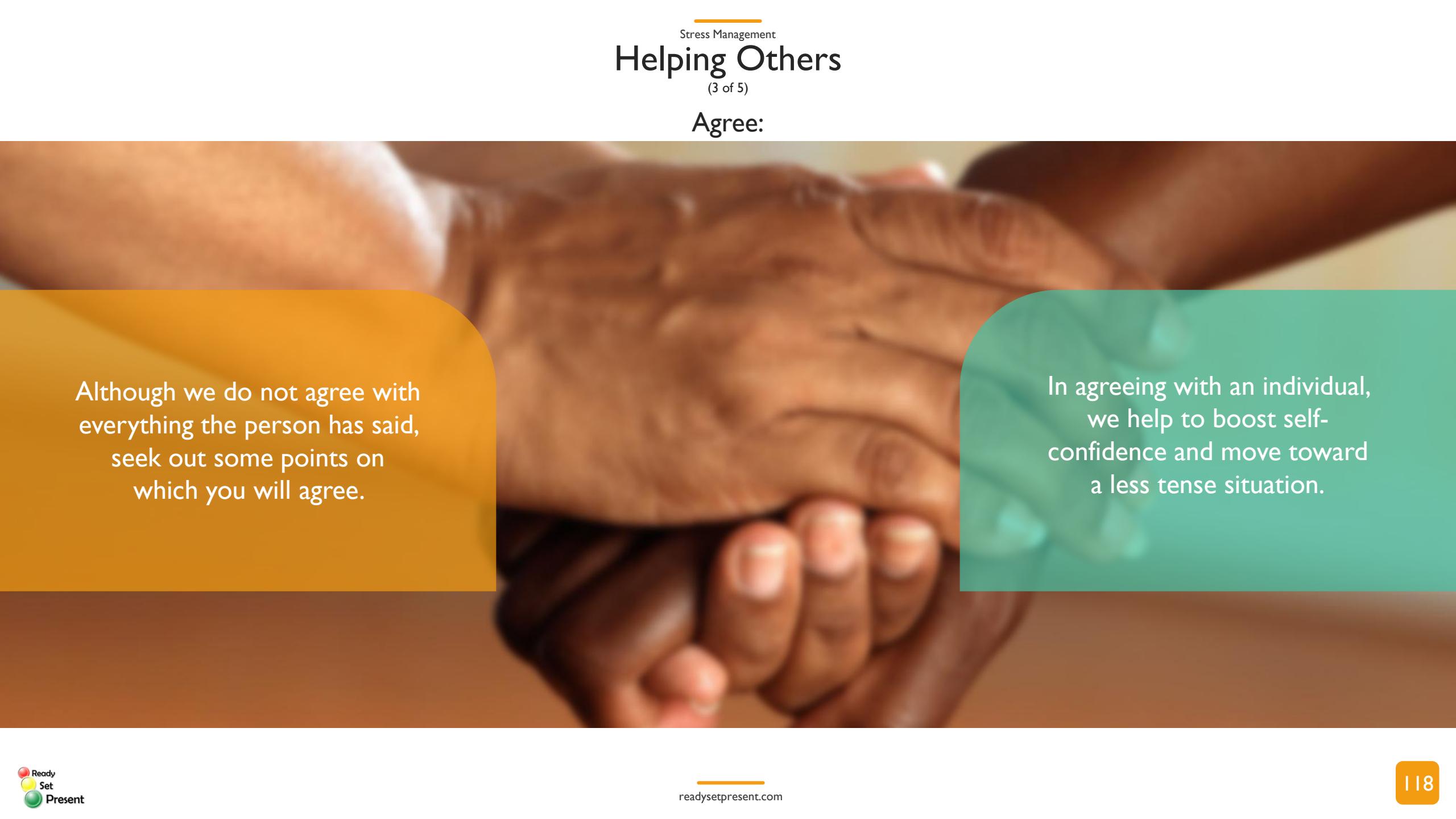
When a person recognizes that you have truly listened, they feel competent.

This action has already begun to alleviate the tension.

Helping Others

(3 of 5)

Agree:

A close-up photograph of two hands clasped together, symbolizing agreement or support. The hands belong to people of different skin tones.

Although we do not agree with everything the person has said, seek out some points on which you will agree.

In agreeing with an individual, we help to boost self-confidence and move toward a less tense situation.

Helping Others

(4 of 5)

Keep Communication Lines Open:



In doing this, the person feels as though they can approach you with a situation, rather than keeping emotions to themselves until an outburst occurs.

Helping Others

(5 of 5)

Devise A Plan Of Action:



After determining the cause of a stressful situation, agree upon a plan to prevent that situation from occurring again.

Helping Others Diagram

Recognize the cause of an outburst

Listen effectively

Agree

Keep communication lines open

Devise a plan of action

FROM DISTRESS TO EUSTRESS



From Distress To Eustress

(1 of 2)



Approach a potentially stressful situation with a positive attitude.

Attack the situation with the intention of creating a positive outcome rather than prolonging the development of a solution.

From Distress To Eustress

(2 of 2)

Begin with a smile.



Temporarily remove yourself from the situation to collect your thoughts, and then attack it with your best efforts.

Prepare For Stress

(1 of 2)

Know your stress points.



Recognize warning signs as a signal for a stress break.



Select your goals.



Always maintain a well-rested body.

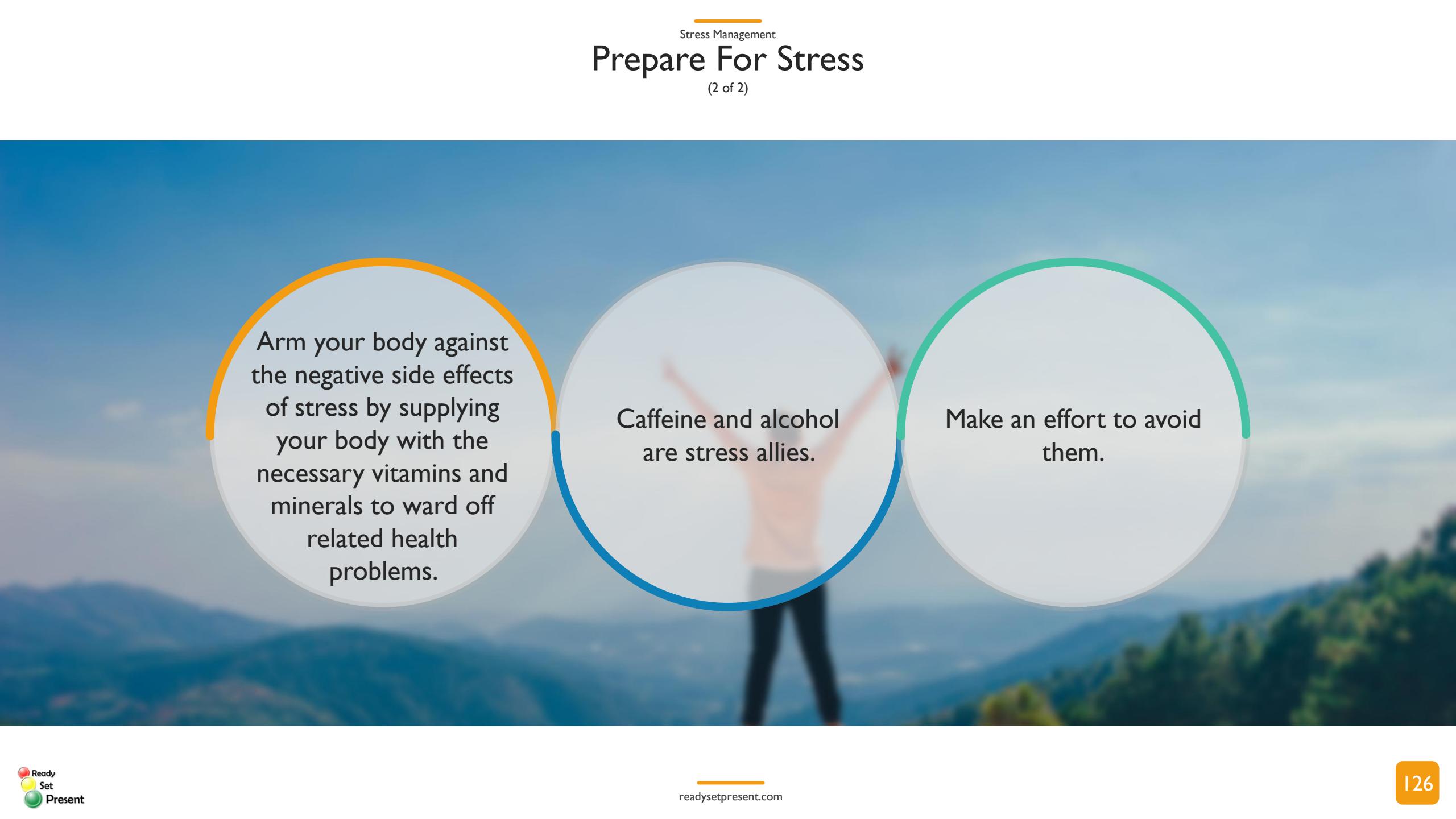


Stressful situations appear tougher when we are tired.



Prepare For Stress

(2 of 2)

A blurred background image of a person standing on a cliff edge, looking out over a vast body of water under a clear blue sky.

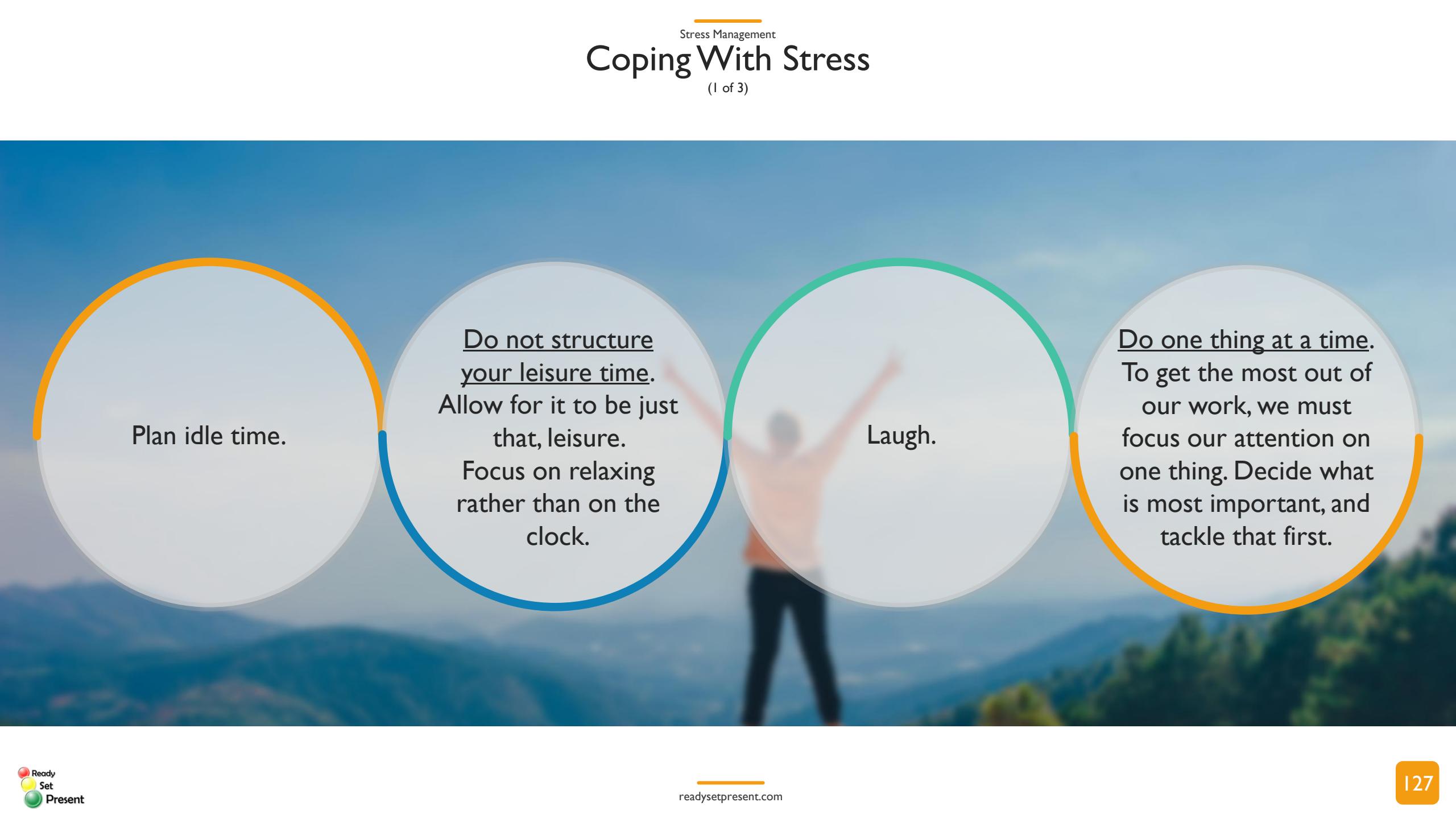
Arm your body against the negative side effects of stress by supplying your body with the necessary vitamins and minerals to ward off related health problems.

Caffeine and alcohol are stress allies.

Make an effort to avoid them.

Coping With Stress

(1 of 3)

A large, semi-transparent circular graphic overlays the background image. It is divided into four quadrants by thick, colored lines: orange on the top-left, blue on the bottom-left, green on the top-right, and orange on the bottom-right. Each quadrant contains a piece of advice.

Plan idle time.

Do not structure your leisure time.
Allow for it to be just that, leisure.
Focus on relaxing rather than on the clock.

Laugh.

Do one thing at a time.
To get the most out of our work, we must focus our attention on one thing. Decide what is most important, and tackle that first.

Coping With Stress

(2 of 3)

Diversion.

Find an outlet to take your mind off of your stressor.

Concentrate on Breathing.

When we experience stress, our breathing becomes quick and shallow. Focus on deep, relaxed breathing.

Meditation/reflection.

Concentrate on things that have no relation to your stressor.

Coping With Stress

(3 of 3)

Socialization.

Talk with friends, family, co-workers, and even to yourself.

Finish a project.

Anything accomplished reduces stress.

Write in a diary or journal.

Having a private place to write your thoughts and concerns down can relieve stress.

Make An Itinerary

(1 of 2)



1. Make a list.
2. Prioritize the tasks. Begin the most demanding obligations.
3. Include small obligations that you are likely to forget when things get hectic.

Make An Itinerary

(2 of 2)

- 
4.
Allow for emergencies and
some time to relax.

5.
Don't take on extra
responsibilities that neither
interest you nor fit your
schedule.

HINTS



Hint 1

A photograph of a light-colored wooden desk. On the desk, there is a white keyboard in the background and several yellow sticky notes scattered across the surface. One large yellow sticky note is positioned in the center-left, another is at the bottom right, and two smaller ones are visible on the left edge.

When making your itinerary, it helps to make it as much in advance as possible.

This way you are able to work around emergencies, new projects and interruptions.

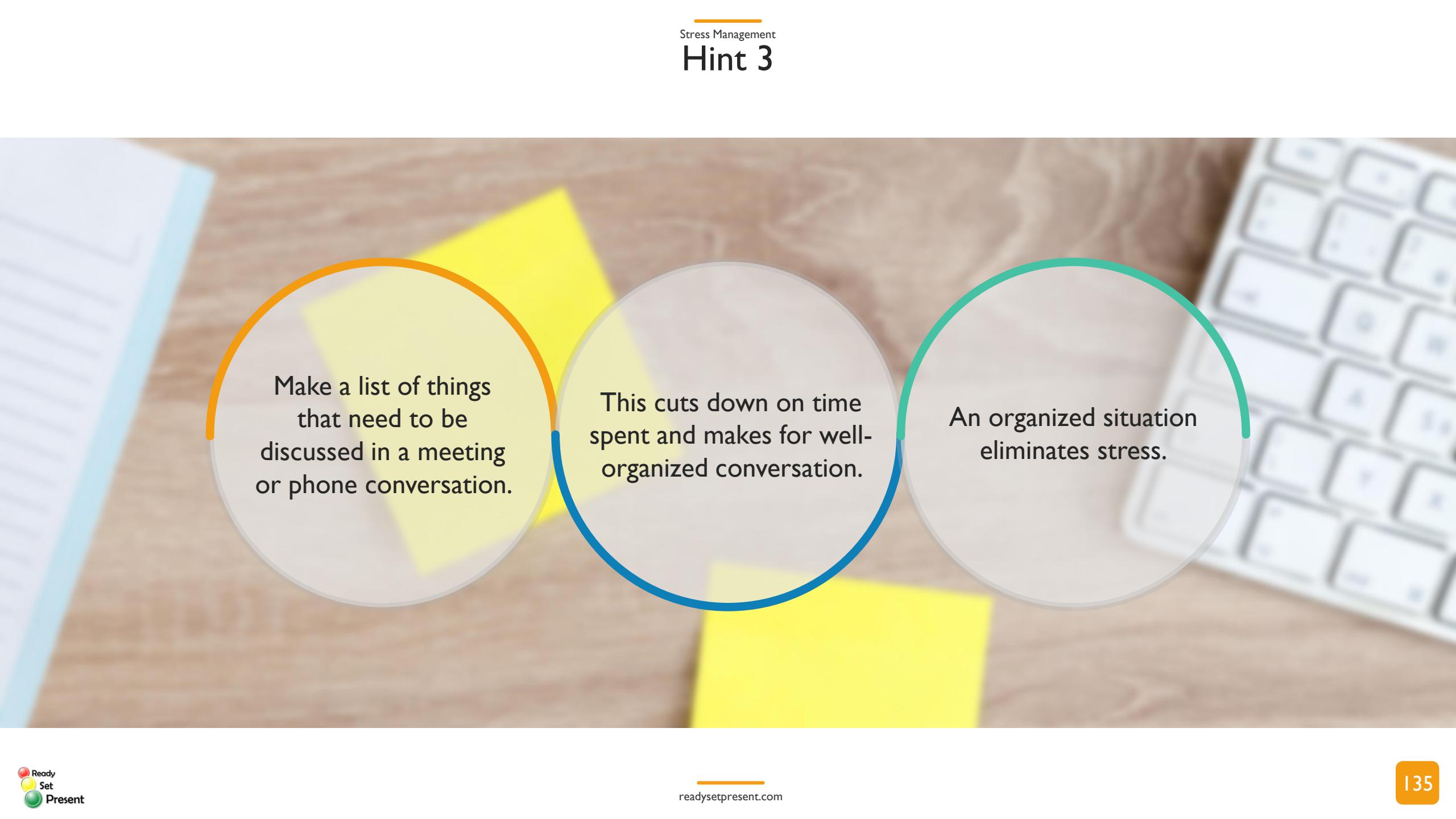
Hint 2



When scheduling, use only one calendar or date book.

This eliminates the possibility of overbooking yourself, a common cause of stress.

Hint 3



Make a list of things
that need to be
discussed in a meeting
or phone conversation.

This cuts down on time
spent and makes for well-
organized conversation.

An organized situation
eliminates stress.

Anti-stress Activities

(1 of 2)

Enriching activities outside of work:

A blurred background image shows a person sitting outdoors, possibly on a beach or by a lake, reading a book. The person is wearing a blue shirt and a white bracelet on their wrist. The scene is bright and suggests a relaxing environment.

Mental
Reading.
Writing.

Emotional
Sleeping.
Diversion.

Anti-stress Activities

(2 of 2)

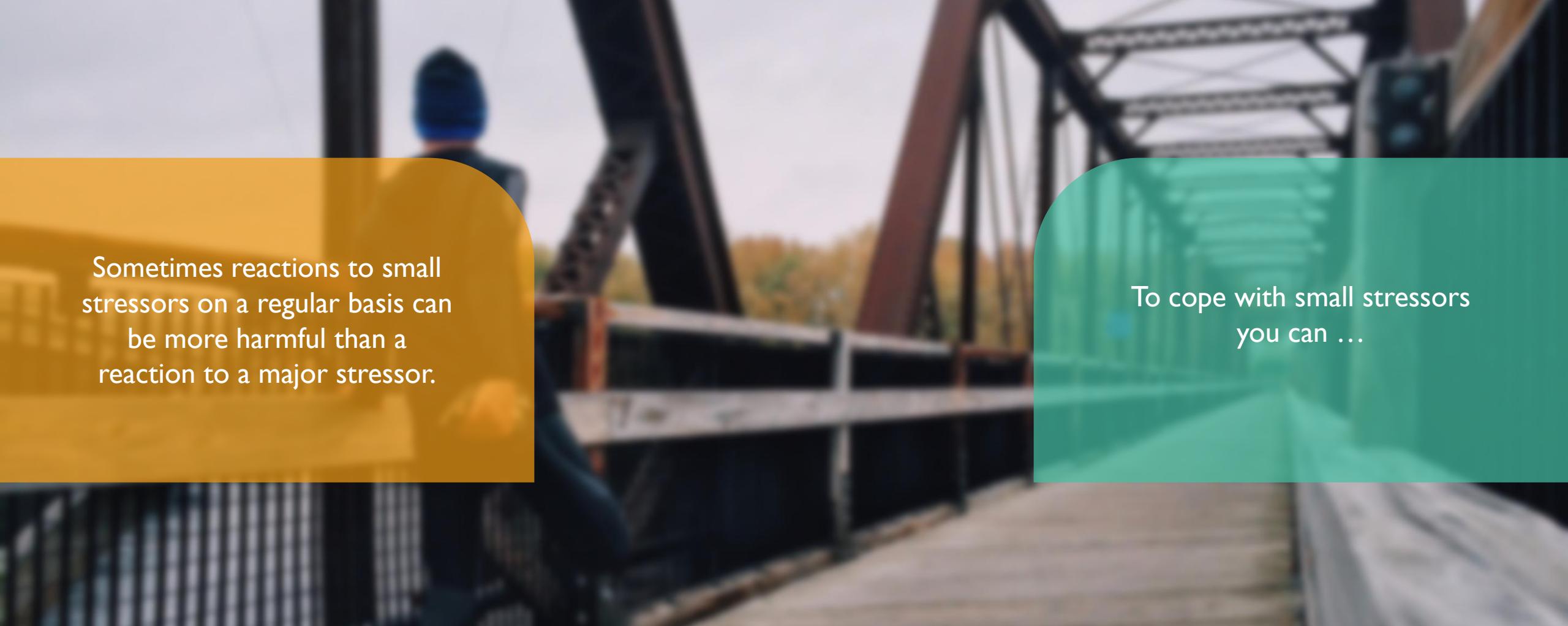
Enriching activities outside of work:



Spiritual
Reflecting.
Meditating.

Physical
Walking.
Running.

Don't Sweat The Small Stuff

A blurred background image of a person walking away from the camera on a wooden bridge over water, with trees in the distance.

Sometimes reactions to small stressors on a regular basis can be more harmful than a reaction to a major stressor.

To cope with small stressors you can ...

Reduce The “Little Things”

Return phone calls.

Read mail.

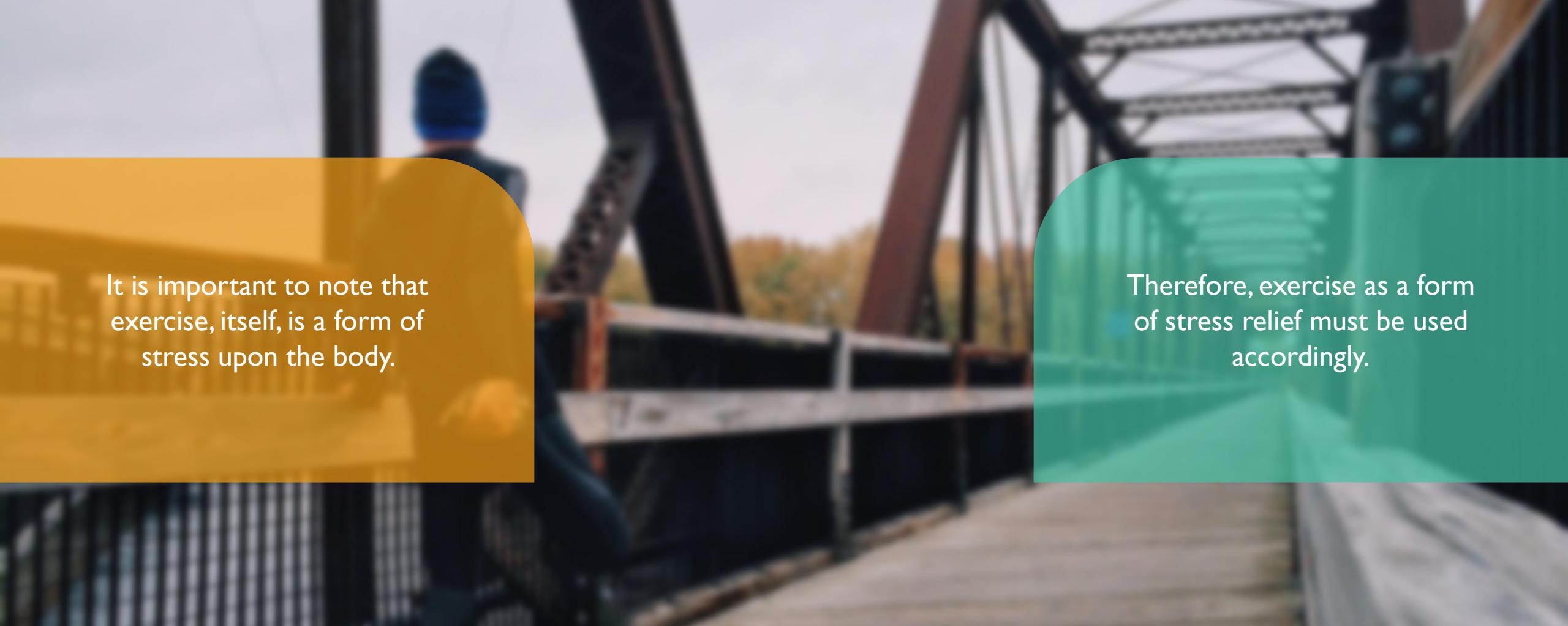
Do paperwork.

Bills.

Recommendations.



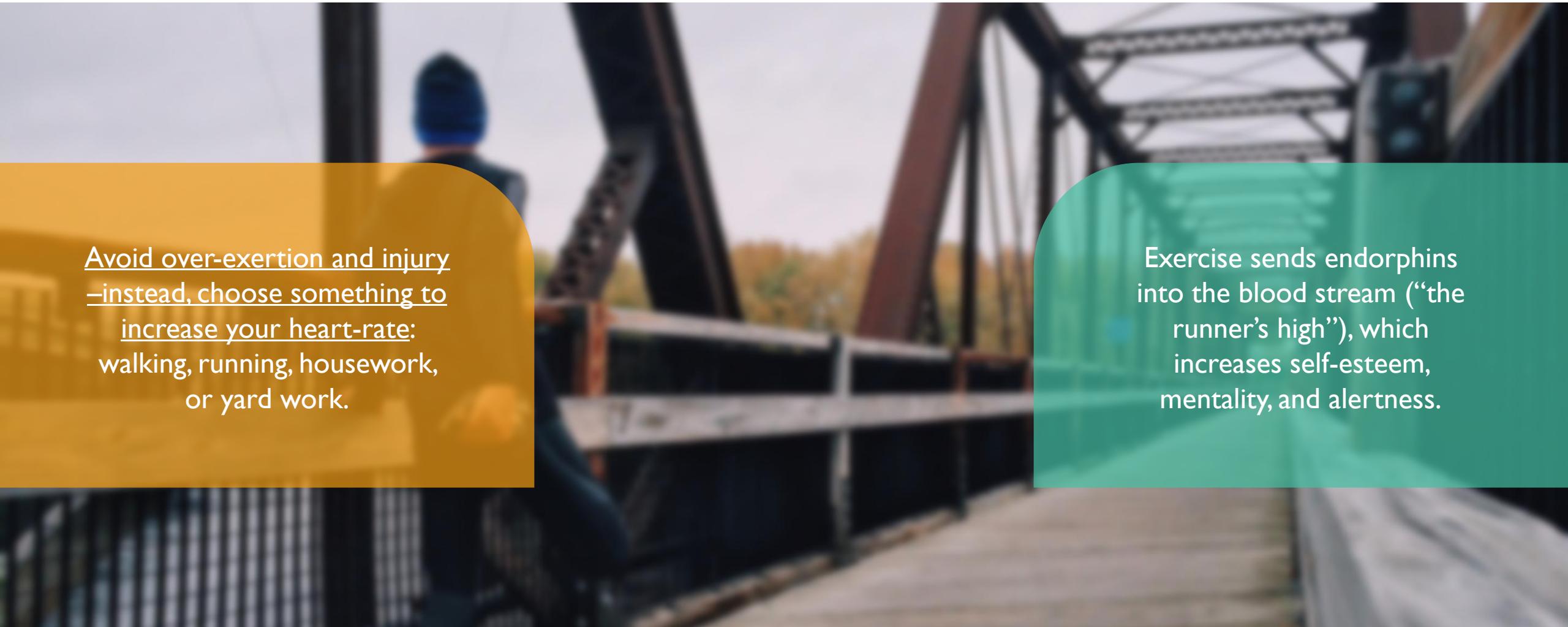
Exercise As Stress Relief

A blurred background photograph of a person walking away from the camera on a wooden bridge. The bridge has metal railings and a dark wooden deck. The background shows some foliage and a clear sky.

It is important to note that exercise, itself, is a form of stress upon the body.

Therefore, exercise as a form of stress relief must be used accordingly.

Exercise As Stress Relief

A blurred background photograph of a person walking away from the camera on a wooden bridge with metal railings. The bridge spans over a body of water with trees visible in the distance.

Avoid over-exertion and injury
—instead, choose something to
increase your heart-rate:
walking, running, housework,
or yard work.

Exercise sends endorphins
into the blood stream (“the
runner’s high”), which
increases self-esteem,
mentality, and alertness.

REMEMBER



Remember



Stress occurs when no action is taken.

Whether immediate or postponed, stressful situations almost always need to be addressed.

Our Stress Experience

(1 of 2)



The Stress Mechanism

Knowing that humans would occasionally need extra fuel for demanding life situations (ranging from self-presentation to self-esteem building and self-actualization), nature supplied all human beings with a kind of emergency fuel pack called “the stress mechanism.”

Our Stress Experience

(2 of 2)

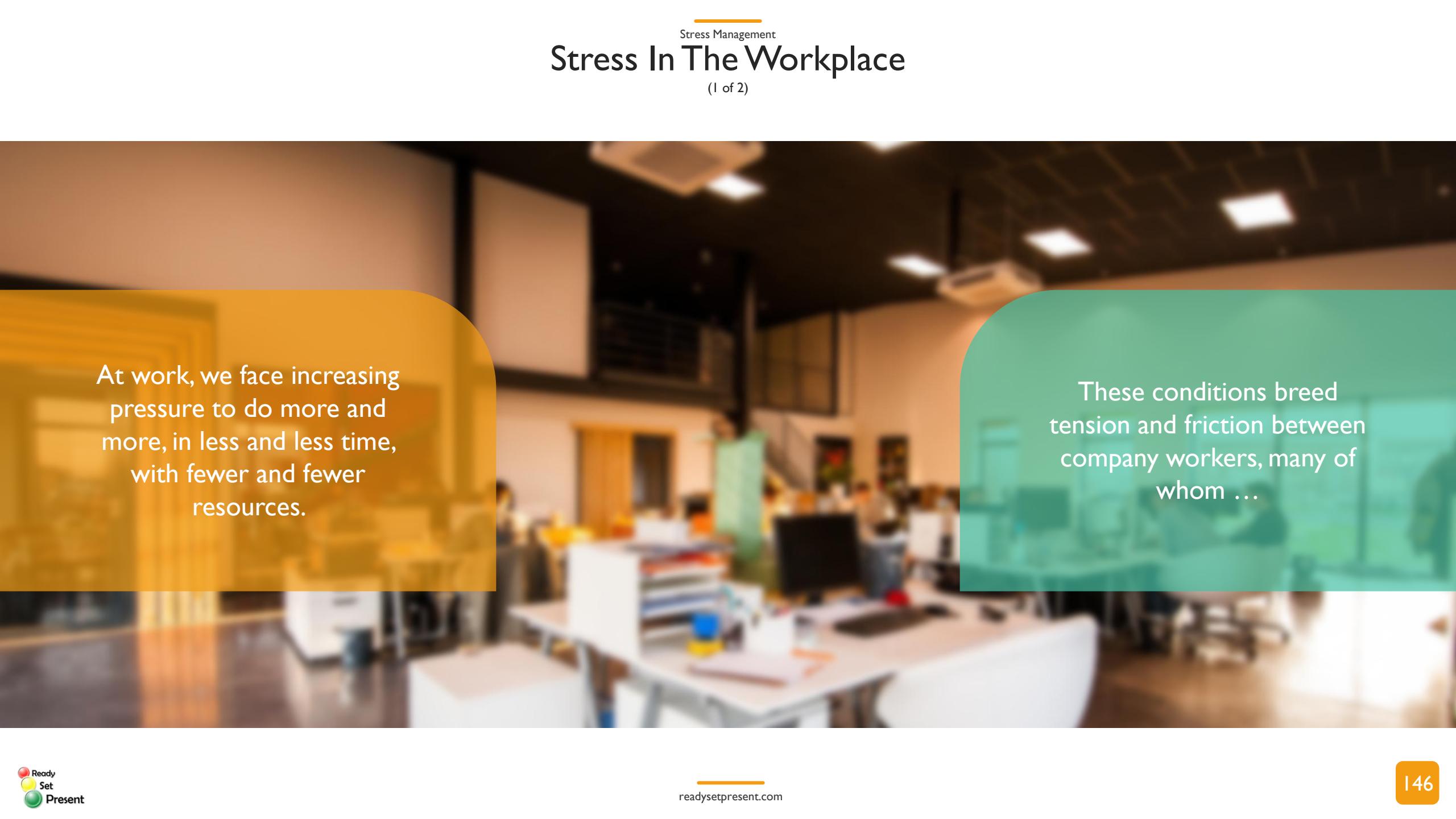


The Stress Mechanism

By definition, “the stress mechanism” is a mind/body process that enables humans to draw on these energy reserves when required, in response to some special demand (a stress stimulus) or to a series of stressful demands (stress stimuli).

Stress In The Workplace

(1 of 2)



At work, we face increasing pressure to do more and more, in less and less time, with fewer and fewer resources.

These conditions breed tension and friction between company workers, many of whom ...

Stress Management

Stress In The Workplace

(2 of 2)

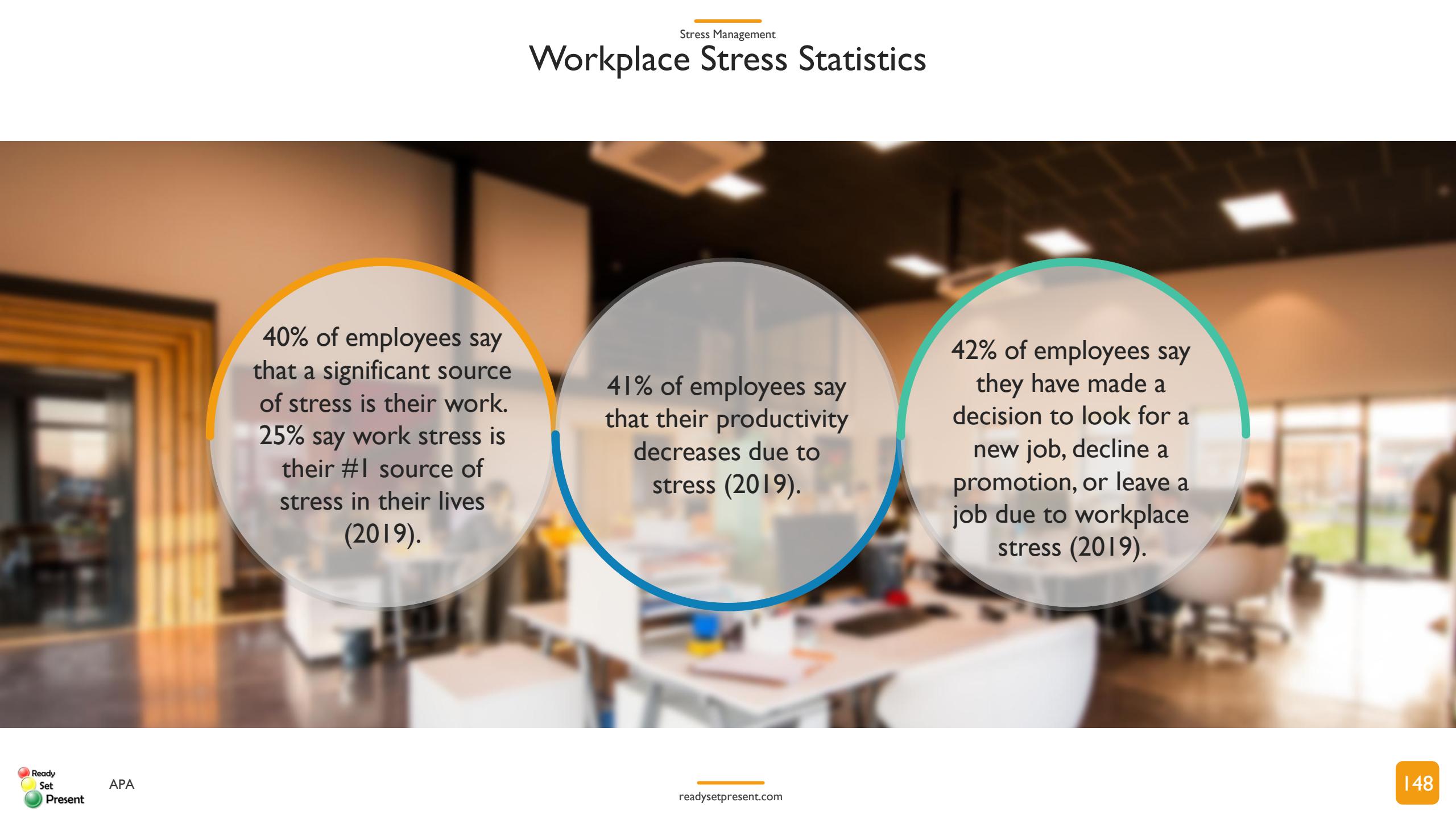


... are also struggling with personal crises.

Productivity requires team work.

As competition intensifies, we cannot survive, much less succeed, unless everyone pulls together.

Workplace Stress Statistics



40% of employees say that a significant source of stress is their work. 25% say work stress is their #1 source of stress in their lives (2019).

41% of employees say that their productivity decreases due to stress (2019).

42% of employees say they have made a decision to look for a new job, decline a promotion, or leave a job due to workplace stress (2019).

FIVE STEPS

A photograph of a young man with brown hair, wearing a maroon zip-up hoodie over a dark t-shirt. He is sitting on a light-colored stone ledge, leaning forward with his head in his hands, appearing distressed or overwhelmed. In his right hand, which is resting on the ledge, he holds a pair of blue-framed glasses. The background is a blurred outdoor setting with a building featuring large windows and a person walking away in the distance. A solid yellow horizontal bar spans the width of the image, positioned above the man's head. The text "FIVE STEPS" is printed in a bold, white, sans-serif font on this bar.

Five Steps



- Recognize stress and its symptoms.
- Diagnose personal and organizational stressors.
- Identify specific problems, and apply treatments.
- Reduce negative stress and its effects.
- Learn passive progressive relaxation techniques.

Allies Of Stress



Impatience.

Procrastination.

Monotony.

Tardiness.

Exhaustion.

Adversaries Of Stress



Preparation.

Vigilance.

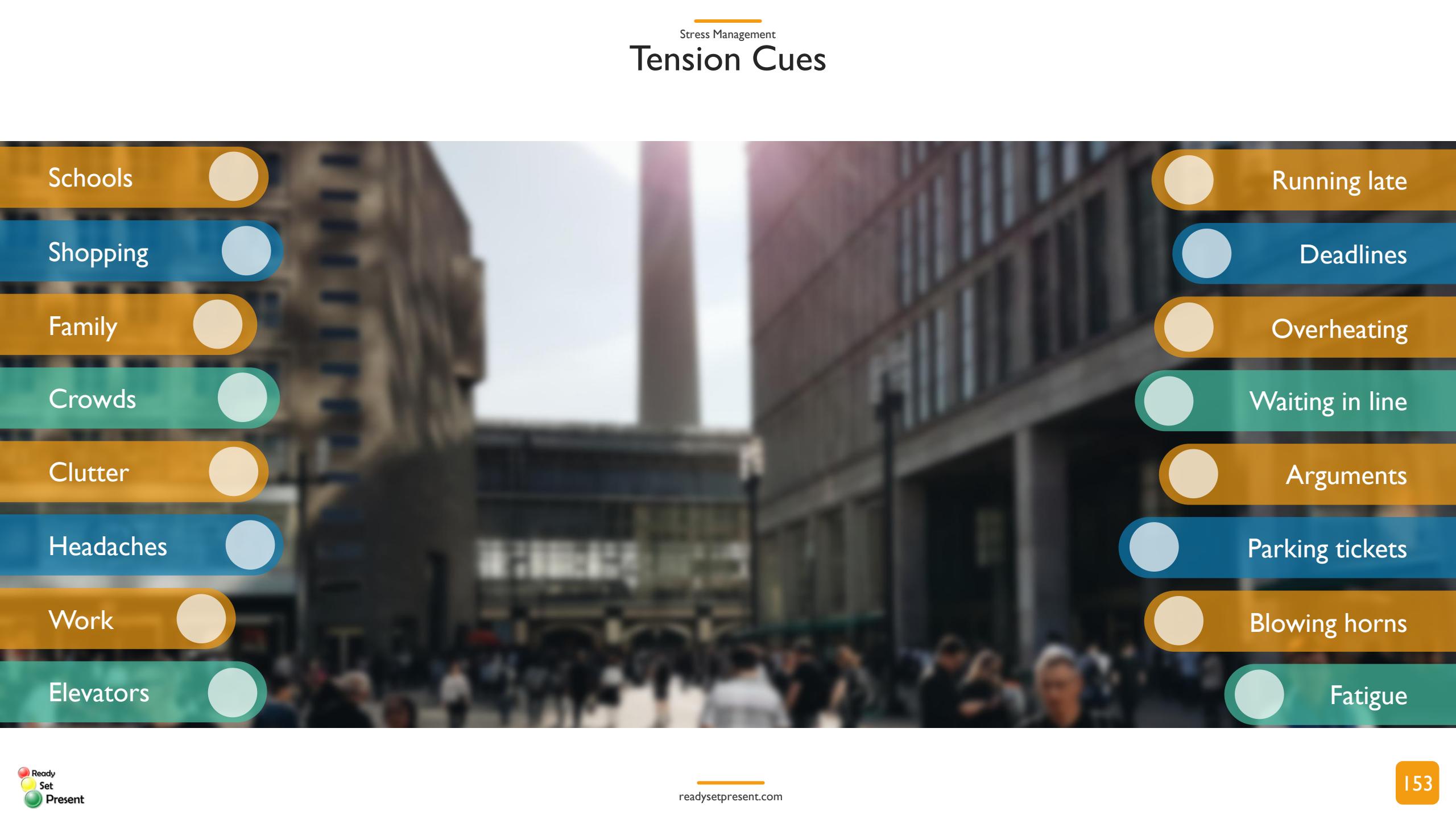
Patience.

Perspective.

Tension (Words)



Tension Cues



Schools	●	Running late	●
Shopping	●	Deadlines	●
Family	●	Overheating	●
Crowds	●	Waiting in line	●
Clutter	●	Arguments	●
Headaches	●	Parking tickets	●
Work	●	Blowing horns	●
Elevators	●	Fatigue	●

A wide-angle photograph of a tropical beach at sunset. The sky is filled with warm, golden clouds. In the foreground, large, smooth, dark rocks are scattered across the light-colored sand. Gentle waves are breaking onto the shore. On the left side of the frame, several tall palm trees stand against the horizon. The overall atmosphere is peaceful and relaxing.

RELAXATION (WORDS)

Relaxation (Words)

Relief



Comfort



Release coast



Ease



Permit



Open mellow-out



Loose



Tranquil



Refresh



Bask



Slacken



Free



Revitalize



Enjoy



Delight



Diminish

Relaxation Cues

Beach



Waterbeds



Rainbows Swings



Mountains



Stars in the sky



Waterfalls



Bath



Sailing



Forest, ponds

Read

Hot tubs

Stream

Cloud watching

Movie

Daydreaming

Couch fishing

REMEMBER



Remember

Dedicated professionals often work under crisis-laden conditions.

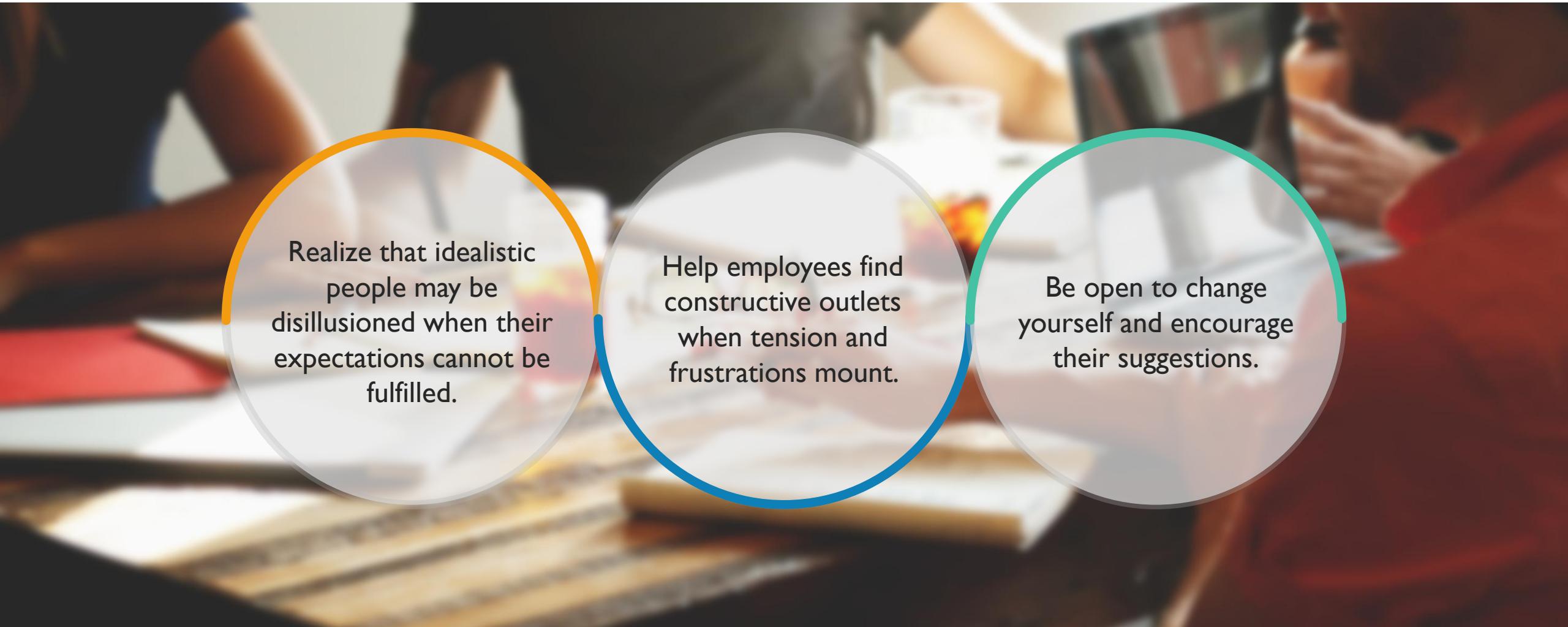


Job demands can be very heavy and are likely to remain so.

with the continuing pressure to expand services, while at the same time to contain costs.

You can help minimize these effects if you...

Remember

A blurred background image showing a stack of books, suggesting a library or study environment.

Realize that idealistic people may be disillusioned when their expectations cannot be fulfilled.

Help employees find constructive outlets when tension and frustrations mount.

Be open to change yourself and encourage their suggestions.

Remember

A blurred background image showing several books stacked and arranged on a shelf, suggesting a library or study environment.

Show employees that they are valuable and that their efforts are appreciated.

Explain that a basic principle of mental health is striking a balance among work, recreation and companionship.

Remain sensitive to employees' work loads and stress associated with the usual and the unusual.

Induction Into P.P.R. (entering)

I to 3 Count For Inducing P.P.R.

Look up.

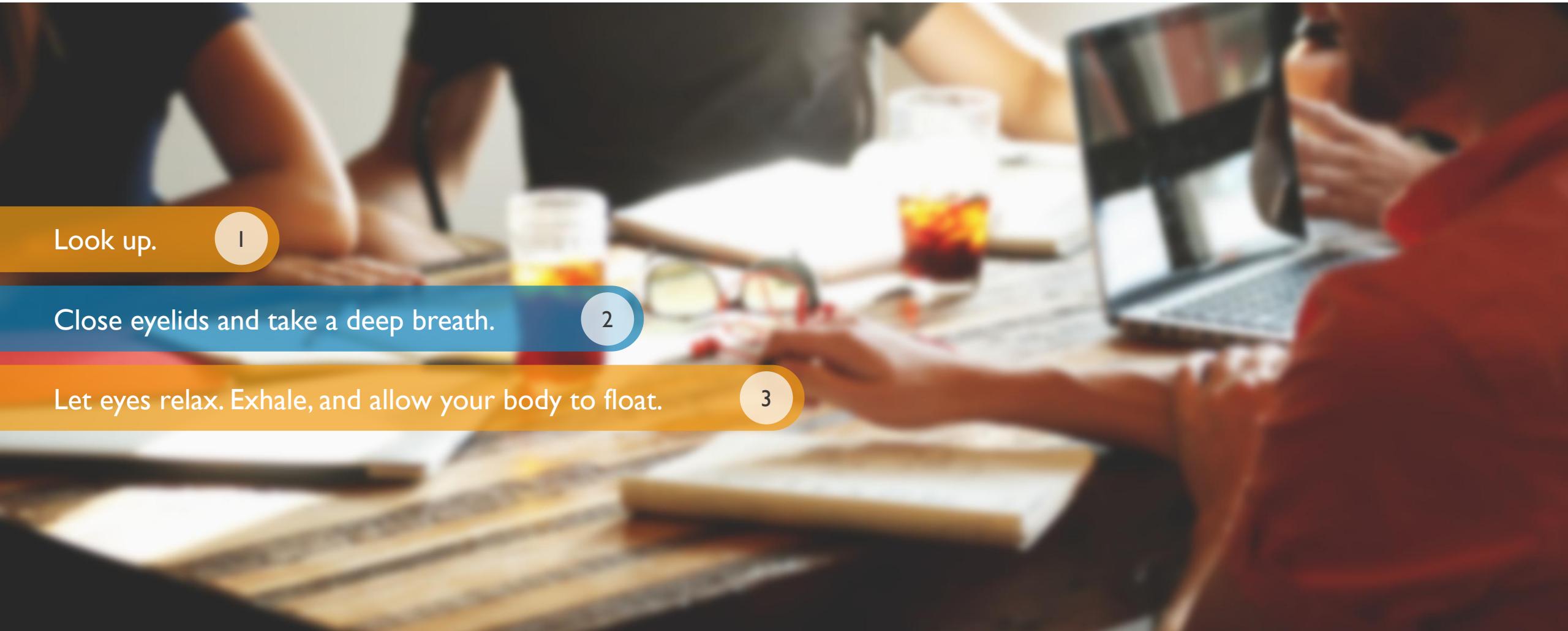
1

Close eyelids and take a deep breath.

2

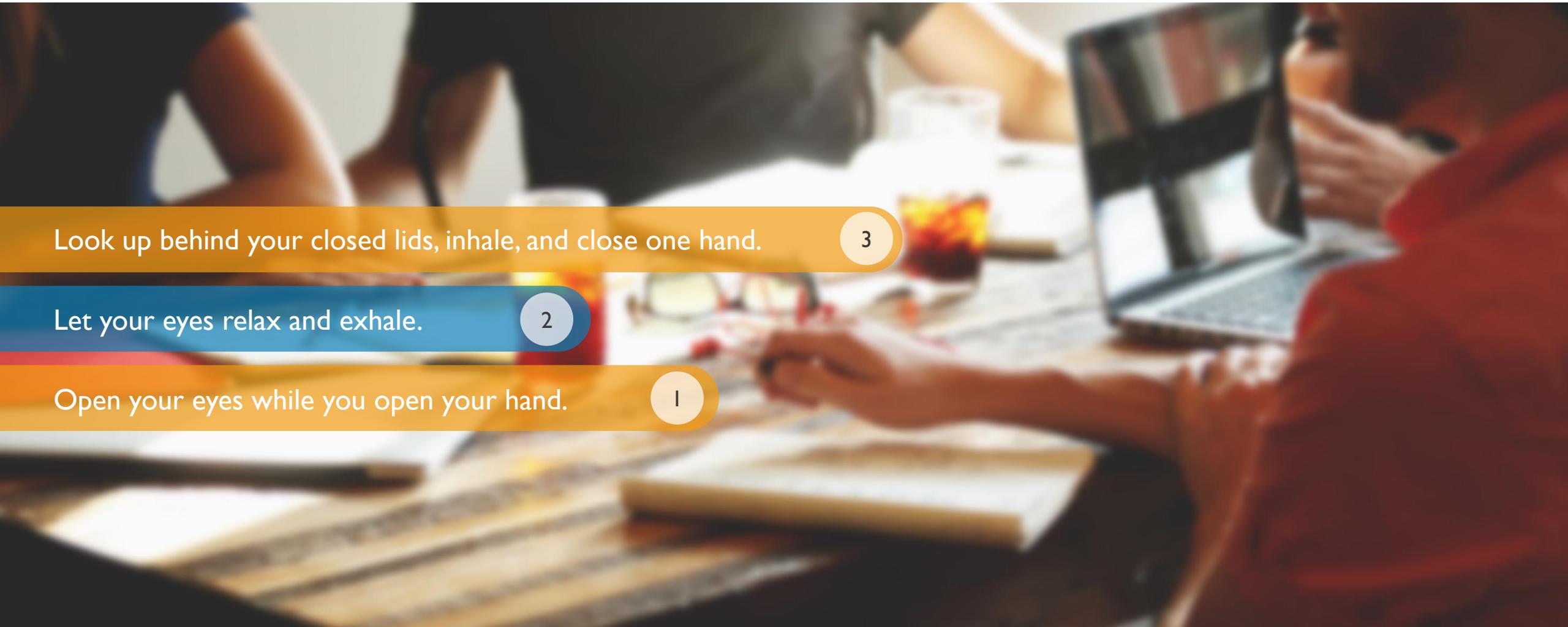
Let eyes relax. Exhale, and allow your body to float.

3



Induction Into P.P.R. (exiting)

3 to 1 Count For Coming Out Of P.P.R.



Look up behind your closed lids, inhale, and close one hand.

3

Let your eyes relax and exhale.

2

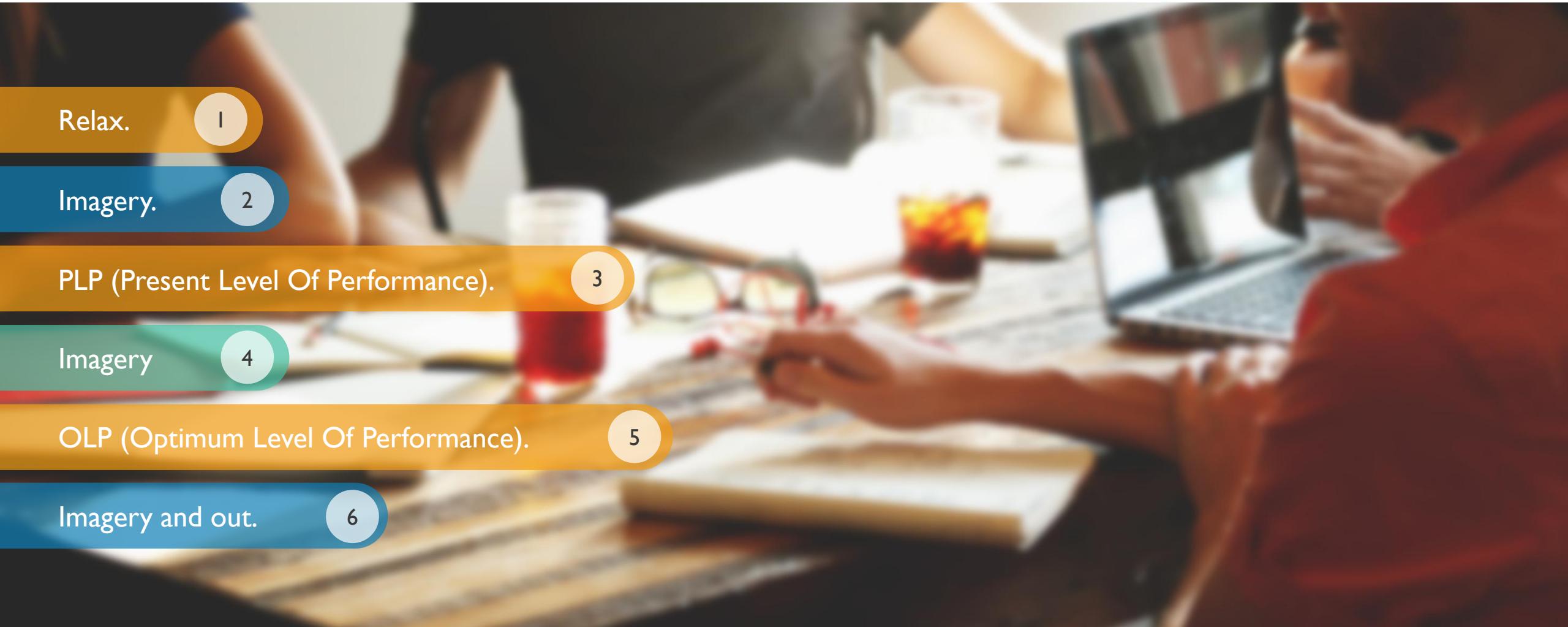
Open your eyes while you open your hand.

1

P.P.R. Structured Usage

(1 of 2)

Six Step Structure For Utilizing P.P.R.

A blurred background image of a person sitting at a desk, looking down at a laptop screen. On the desk are several books, a small glass with a drink, and a lit candle.

Relax.

1

Imagery.

2

PLP (Present Level Of Performance).

3

Imagery

4

OLP (Optimum Level Of Performance).

5

Imagery and out.

6

P.P.R. Structured Usage

(2 of 2)

Four Step Structure For Charged Issues

Relax.

1

Imagery.

2

OLP (Optimum Level Of Performance).

3

Imagery and out.

4

WHAT IS YOUR NEXT STEP

A photograph showing silhouettes of several business professionals standing in an office. They are positioned in front of large windows that offer a view of a modern city skyline with numerous skyscrapers. The lighting is dramatic, coming from behind the subjects, which creates strong black silhouettes against the bright, overexposed background of the windows. The office interior is visible at the bottom of the frame, featuring a desk with a laptop, a glass of water, and some papers.

Action Plan

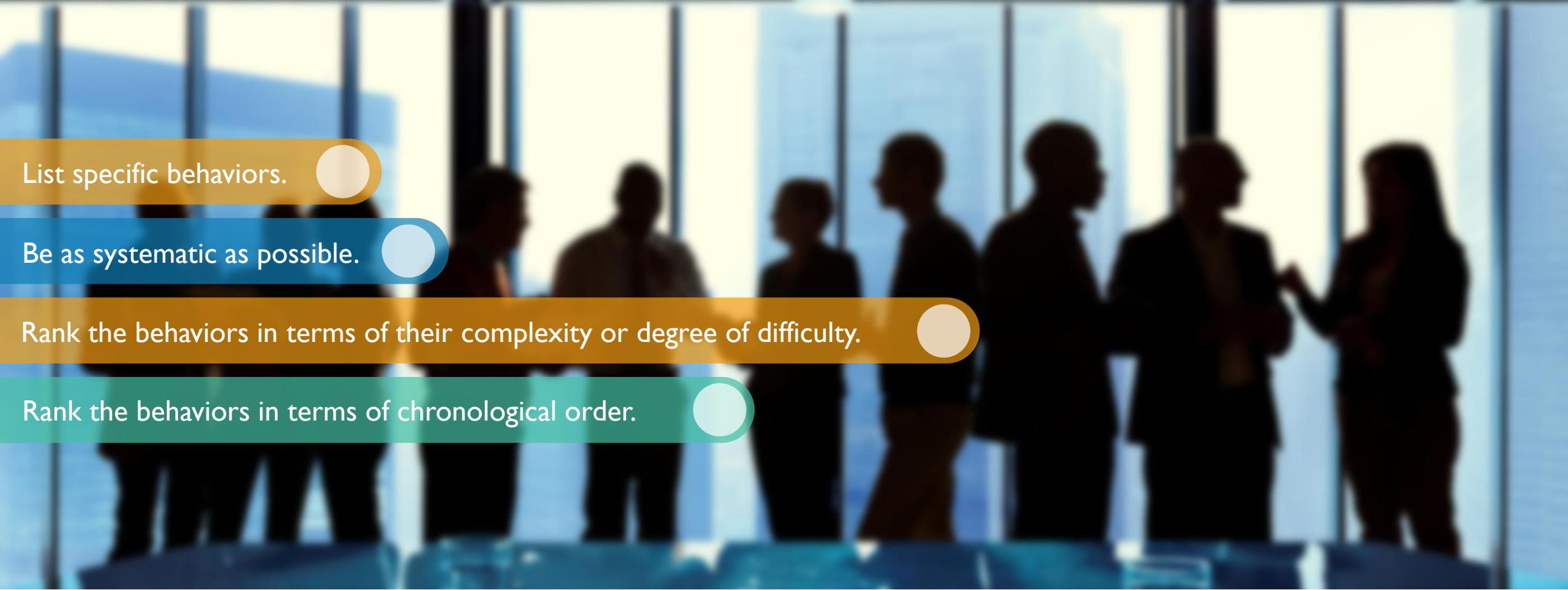


What are you going to take action on?

Start with the three easiest items.

Action Steps

(1 of 4)



List specific behaviors.



Be as systematic as possible.



Rank the behaviors in terms of their complexity or degree of difficulty.



Rank the behaviors in terms of chronological order.



Action Steps

(2 of 4)



Begin with the least difficult behavior.



Advance to a more difficult behavior.



Break difficult behavior down into several smaller behaviors.



Attach time limits to each behavior.



Action Steps

(3 of 4)

A blurred background image showing several silhouettes of people standing in an office environment, possibly a hallway or a large room with windows. The silhouettes are dark against a bright, overexposed background.

Repeat specific behavior until mastered.

Review all previous behaviors.

Advance to next most difficult behavior.

Measure and evaluate.

Keep records (preferably visual).

Action Steps

(4 of 4)

A blurred background image showing several silhouettes of people standing in an office environment, possibly a hallway or a large room with windows. The silhouettes are dark against a bright, overexposed background.

Reinforce through reward and punishment.



Use visual reminders (pictures, charts, etc.)



Remember: "A small goal is enough!"



**FOR MORE INFORMATION
VISIT US ON**

