**Tips to Reduce Stress**

* Learn to say no. Avoid over committing. Delegate tasks at home and work.
* Organize your time. Use a daily planner. Prioritize tasks. Make a list and a realistic timetable. Check off tasks as they are completed. Completing these tasks will give you a sense of control for overwhelming demands and reduces anxiety.
* Be physically active. Engaging in activities which engage major muscles such as walking and biking will relieve tension.
* Develop a positive attitude. Surround yourself with positive quotes, soothing music and affirming people.
* Relax or meditate. Schedule regular massages, use guided imagery tapes or take ten minutes to quiet reflection time in a park.
* Get enough sleep. Small issues can seem overwhelming when you are tired.
* Eat properly. Be sure to eat five servings of fruits and vegetables and three servings of whole grains every day. Limit intake of alcohol and caffeine.
* To err is human. Don’t create a catastrophe over a mistake. Ask yourself what will be the worst thing that will happen.
* Work at making friends and being a friend. Close relationships don’t just happen, they take effort. Compliment three people today. Send notes to those who did a good job.
* Accept yourself. Appreciate your talents and your limitations…everyone has them.
* Laugh! Look at the irony of a difficult situation. Watch movies and plays and read stories that are humorous.
* Take three deep, diaphragmatic breaths.
* Forgive. Holding onto grudges only causes you more stress and pain.