

STRESSED OUT?

- **Think positively.** Worry can be an inevitable human activity but it's not a very helpful one. Dwelling on what you can't do or how awful things are, is not useful and can contribute to stress.
- **Manage your time.** One of the greatest sources of stress is poor management of time or over commitment. Make a reasonable time schedule for yourself and include time for stress reduction.
- **Concentrate** on one task at a time. Organize and prioritize your work.
- **Relax during your break times.** Get some fresh air, sunlight, read a book, or close your eyes.
- **Exercise** regularly and have a healthy diet. A cared-for body is better able to cope with the effects of stress. Avoid over-consumption of caffeine.
- **Get a good night of sleep.** A rested body and mind helps with coping with stress.
- **Keep your sense of humor,** which includes an ability to laugh at yourself. Laughter is good for you!
- **Recognize and accept** that you are not perfect.
- **Learn to accept situations that you cannot change.** There are circumstances in life beyond our control.
- **Be assertive.** When you feel something, try to express it appropriately. Holding in emotions can increase frustration and stress, and erupting into violence can hurt everybody.
- **Get a hobby or two** that will provide you a time to relax and have fun.



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