

Making Stress Work for You

DO:

- ◆ **Share your problems and feelings**
you might, for example, form a group. Go through this stress check again after a while, monitoring yourself.
- ◆ **Think positively**
expect things to work and plan for success.
- ◆ **Set realistic goals**
you cannot do everything, so plan to do the high priority tasks, and things that you feel able to do.
- ◆ **Accept and assert your right to say no**
if you can, delegate, if not, say you cannot do it and suggest someone who can.
- ◆ **Develop outside interests**
there is more to life than constant work.
- ◆ **Make time to relax**
plan to have regular breaks from even thinking about work. Take some holiday away from home to "escape the telephone".

DON'T:

- ◆ **Use drugs or alcohol**
avoid the slippery slope of using these as a crutch - eventually they make things harder.
- ◆ **Ignore problems**
sit down and analyse what is going wrong.
- ◆ **Live only for work**
reflection forces the realisation that other things are equally important.
- ◆ **Skip or rush meals**
eat regularly, preferably in company and without interruptions.
- ◆ **Procrastinate**
if it is important, try to get it done or look at why you do not seem able to.

Making Stress Work for You by Jan Brause

Other titles in this series:

Development & Assessment Centres unravelled
The Power of Positive Belief in Learning
Useful Coaching Questions

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