

HELP YOUR WORK-RELATED STRESS



CHECK REALITY

Listen to your train of thought to see if it's adding to your stress. Are you imagining a far worse outcome than is likely?



TAKE A BREAK

Hourly mini-breaks during which you stretch your shoulders, back, and neck can provide physical stress relief.

BE REALISTIC

Don't promise to do more than you can handle.

REPEAT YOURSELF

Every day, plan to spend some time relaxing.



MANAGE YOUR TIME

Start each day by making and prioritizing a to-do list of tasks. Don't schedule too much. Build in time for interruptions.



BREATHE DEEPLY

Lie flat on your back with your eyes closed. Inhale through your nose, counting to 4, making your stomach rise. Pause for 1 second, then as you slowly count to 4, gently exhale through your mouth, letting your belly slowly fall.



EAT A HEALTHY DIET

A healthy diet rich in whole foods, fruits, vegetables, whole grains and lean protein may reduce stress.

Lots of caffeine, sugar and alcohol can increase it.



VISUALIZE

Sit or lie down and close your eyes. For 5 to 10 minutes, imagine you're in a place you love like the beach, the mountains, or the house you grew up in.



EXERCISE REGULARLY

Consider aerobic exercise like running, swimming, or brisk walking. Yoga, Pilates, tai chi, or simple stretching also can help by bringing about a calmer, meditative state.

COMMUNICATE

Talk with a family member or friend outside of work about the issues that cause your stress at work.

GET HELP

If you've tried these self-help methods but continue to be highly stressed, get help from a mental health professional who specializes in stress management.



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