

De-Stressing Yourself

Tips for the Working Professional

Excessive Stress Symptoms

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| * grinding teeth | * digestive problems |
| * a pounding heart | * trouble in concentrating |
| * a dry mouth | * decrease in fun activities |
| * increased anxiety | * alcohol or drug use |
| * changes in eating, and sleeping patterns | |
| * fatigue | |

The following stress reduction techniques offer some guidelines to follow at work or at home.

At Work

- Try numbered breathing. Find a quiet place and seat yourself comfortably. Close your eyes and take a deep breath. As you exhale, say the word, “one”. Repeat the breathing and counting procedure for 10 to 15 minutes.
- Take a 5-minute break when you feel an increase in anxiety. After the break period, write down some possible solutions so that you don’t get stuck in the problem.
- Don’t isolate. Join a co-worker for lunch. Take a few minutes to talk with someone in your workplace about non-work issues.
- Take a breather from your work. Go outside for lunches or take a walk.
- Avoid coffee and caffeine. Caffeine increases the stress response of your body.
- Talk out your troubles with a sympathetic and trustworthy friend. Often another person can help you see your problem in a new light, so you can work on a constructive solution. Consider calling your (EAP) Employee Assistance Program.

At Home

- Laugh. Research is revealing that laughter has positive beneficial effects on the mind and body. The old dictum “Laughter is the best medicine” has some validity.
 - Shun the “super-person” image. Decide which things you do well and put your major effort into these. Seek help from family and friends in other areas.
 - Share feelings with supportive family and friends.
 - Buy and listen to some relaxation tapes.
 - If you find yourself in frequent quarrels, try giving in occasionally. If you yield, you’ll usually find others will too.
 - Engage in aerobic exercise like jogging, cycling or tennis.
 - When first arriving at home, take a few moments to relieve your body stress by lying down.
 - Limit the amount of time you spend conversing about work concerns.
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REACH can provide confidential assistance and referral for stress related concerns.

REACH Employee Assistance, Inc.

1-800-273-5273