

Health and well-being

FACT SHEET

50 TIPS FOR MANAGING STRESS:

Stress is a natural reaction when we feel that demands on our minds, emotions and bodies outweigh our ability to cope with them.

Whilst stress is not an illness, we need to recognise it and handle it carefully because it can lead to illness as well as many other negative consequences for both individuals and organisations. Below are a few tips that can help manage stress and build resilience:

These are not in any particular order of priority or recommendation, everyone will find different coping strategies, the important thing is finding ones that work well for you.

1. Put first things first. Putting first things first means doing to the most important things in life. It means being clear about your priorities and acting on them. That sounds pretty easy and intuitive, but many people unconsciously fall into the trap of getting caught up in non-important things. They neglect the larger life priorities until it becomes too late to act on them.
2. Have a to-do list on hand with the tasks you need to finish. Refer to the list throughout the day to ensure you are on the right track. Jot down all other tasks that comes to you in a notebook. Deal with them when you are free.
3. Do not skip lunch. It is not good for you. Besides, you can't deal with your work effectively if you don't have energy.
4. Do not eat lunch at your desk. Get out for some fresh air.
5. Lunch out with co-workers. An excellent time to destress.
6. Cultivate meaningful relationships with your co-workers.
7. Be helpful to your co-workers. You will feel good for giving.
8. Get a mentor in your company or elsewhere. He/she is more experienced and can dispense valuable advice.
9. Be a mentor to someone at work. Helping someone with their problems gives you new insight to yours.
10. Be clear on your boss' expectations of you. Discuss/review your work plan regularly.
11. Be on top of your deliverables.
12. Talk to someone about your problems. Do not keep them bottled up inside.
13. Be on time for meetings/discussions/appointments.
14. Come prepared for meetings/discussions/appointments.

Do get in touch for support with managing stress in your organisation

Tel: 01239 711799; email: enquiries@lifecraft.co.uk; visit: www.lifecraft.co.uk

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15. Anticipate potential issues.
16. Prepare contingency plans for those issues.
17. Think opportunities, not problems.
18. Be big picture focused. Look at long-term vs short-term.
19. Gain additional perspective by looking at your situation from another person's shoes.
20. Focus on what is actionable in a situation.
21. Delegate work where possible.
22. Learn to say no if a task is not a priority.
23. Move on if there is nothing you can do.
24. Escalate problems to your boss when they are beyond you.
25. Identify sources of your stress and work out a solution.
26. Reward yourself when you accomplish something.
27. Establish a social network at your workplace.
28. Maintain your social circle outside of work.
29. Breathe deeply and calmly all the time.
30. Develop a good posture. It makes you look better, lets you think better and prevents back pain in the future.
31. Meditate daily to clear out mental clutter.
32. Listen to your favourite music.
33. Exercise. Set aside a regular time every day/week for it.
34. Make your desk conducive for your work. Have an organising system, remove unwanted clutter, etc.
35. Take a break from your computer every once in a while.
36. Get fruit to snack on when you are hungry.
37. Have a water bottle/mug by your side. Many working adults don't drink enough water every day.
38. Look ahead at your daily/weekly schedule to know what is next.
39. Be the master of your time. The first and most important thing to recognise in time management is you essentially have the same amount of time as everyone else - 24 hours a day. You cannot arrange your 'time', make an hour shorter or longer than it already is, or make it faster or slower. However what you really manage is your activity during time, and defining outcomes and physical actions required is the core process required to manage what you do.
40. Make a commitment to leave work on time.

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41. Do what is needed for today and leave the rest for tomorrow. Work will always be there.
42. Get enough sleep every day.
43. Rest if you are sick. You are not superman, and even superman has down times.
44. Do not over commit your resources.
45. Focus on what you love about your job.
46. Unwind after a day of hard work. Take time out.
47. Do things one at a time. At Michael Jordan puts it "Step by step, I can't see any other way of accomplishing anything".
48. Detach yourself from the situation. People become stressed and anxious because they attach themselves to the issue and the outcome. Recognise that these are separate from you and view them objectively.
49. Shift your locus of control inward. Do you normally blame the external environment for what happens, or do you take responsibility? When you assume control of whatever happens, even if it may seem it is not within your control, you will become much more equipped to handle what occur.
50. Be clear on your career/life objectives. What are you planning to achieve? Is it in line with your purpose in life?

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