

# HANDY HINTS FOR STRESS CONTROL



## Live Smarter Not Harder

1. Remember to **breathe!**
2. Buy a **trolley** instead of carrying things. Ask for **home deliveries**.
3. **Get up earlier** in the morning if you're always running late.
4. **Specify the conversation** allowed at meal times and during other pleasure times in the day.
5. Reduce noise. Turn off the television. Turn down the music.
6. **Do one thing at a time** and don't think about the next thing until you start it.
7. If something doesn't work **throw it out or fix it**. Cupboard doors, shoe laces, garden tools, photocopier, can opener, etc.
8. **Use waiting time creatively**. Talk to strangers, read an article or reflect on the joy of life.
9. **Reduce your expectations of other people** and you won't be disappointed.
10. **Avoid judging other people**. They have to live their lives as they see fit.
11. Pamper Yourself (don't wait for approval from other people)
12. Do these nice things for yourself:
  - Send yourself flowers.
  - Take a taxi.
  - Have a massage.
  - Phone for take-away food.
  - Have a facial.
  - Buy yourself something you've always wanted
13. **Switching off from work**. Put unfinished work in a drawer, close it, then say "Stay!" as you leave the room.

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14. **Leave work while you still have energy.** Fatigue is cumulative. Know your cut-off time.
15. **Change work clothes** to "fun clothes", have a shower, play some music
16. Avoid having anything to do with work in places where you can see it. **Never work in bed!** (Your mind will associate work with bed, not rest).
17. Have a little talk with yourself. "I am not my job. My job is something I do in order to earn money and have a sense of achievement and service."
18. **Do something to distract you:** play a game, sport, read, shop, listen to books on audio - something that gives you different thoughts.
19. **If you need time to yourself,** let your family know that you're "off the air" for half an hour and you'll return re-charged.

### Reduce stress in the workplace

20. An **adjustable chair** to reach variable desk heights.
21. A **wrist support** for using the computer.
22. An adjustable **desk light**.
23. **Humour breaks.** (Remember the "FISH" Principles)
24. **Be assertive.** When someone asks you to do something, ask yourself 4 questions.
25.
  - Have I got the energy to do this?
  - Have I got the skills?
  - Have I got the time?
  - Have I got the desire?
26. **Don't give excuses.** Just say, "I'm unavailable."
27. **Ask for the things** you want with an air of expectancy. If they say "No," they are rejecting your request not you.
28. **When faced with criticism** - listen to the facts, then decide how you want to feel about it. The best way to stop criticism is to agree with it. If someone **commits a kindness** towards you, remember to thank them. Reward the behaviour you want repeated.