

## **Managing Time And Workload: Stress Management**

### **1. The Day Before:- Sleep well.**

- Your bed is for sleeping, reading and intimacy.
- When your head hits the pillow, it's time to sleep, not think
- Your bed should NOT be for: watching television, balancing your cheque book, planning the next day, arguing with your partner, checking e-mail, or making phone calls.
- When in bed, books are OK, laptops are not.

### **2. Before The Day: Plan every day.**

- Create a to-do list every morning. This gives you a) a roadmap of what you need to do at the beginning of the day, b) a reminder of what still needs to be done throughout the day and c) a place to check off your accomplishments at the end of the day

### **3. During The Day: Anticipate less.**

- Recognize the false assumptions you make that lead to anxiety. Will things really turn out to be as bad as you think? Probably not.
- When you look to the future, visualize success rather than failure. After all, you really don't know which it will be. So why not expect the best?

### **4. Throughout The Day: Relax.**

- Breathe deeply when you feel stressed. Get up and change your environment, if only for a short time.
- Go for a walk at lunch.
- Relaxation means taking a break from what you were doing, not just "vegging out." For instance, watching television isn't always relaxing; it can be numbing and dulling. Find activities that calm your body and stimulate your mind.
- Create a time for your own kind of meditation. Find a quiet space and a quiet time that's just for you.

### **5. Throughout The Day: Keep Anger under control.**

- Be empathetic and forgiving to others when they make mistakes. Like you, they're trying to do their best.
- Learn to give constructive feedback rather than destructive criticism.
- When someone makes you angry, remember that you have a choice in how you react. Instead of yelling at that bad driver who cut you off, do a running play-by-play on his erratic driving techniques. It's more fun.

### **6. As Often As You Like: Laugh.**

- Use positive affirmations to keep yourself on track.
- Affirmations should use the 4 P's; personal, positive, passionate and present. For instance, "I am a confident and successful manager who always runs an amazing team."
- Find time to share a joke. Laugh at the curves life throws at you rather than fretting over them.

### **7. Before, During Or After: Eat Well and Exercise.**

- Your body needs to be a well-tuned machine to manage all of the stresses that act on it.
- Avoid eating packaged snacks – anything that comes in a wrapper or plastic bag. Try natural fruit instead.
- Add more coloured vegetables to your meals.
- Reduce caffeine in your diet. It's a stimulant and can exacerbate physical symptoms of stress that you may already have. Choose water instead.
- Avoid the escalator or elevator and take the stairs.
- Find opportunities to go for a walk. Ideally, get exercise that causes you to sweat for twenty minutes at least three times per week.