

# 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?



## 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.



## 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.



## 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.



## 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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