

Quick Tips on *Managing Stress*

Manage Your Stress Level...

Stress is pressure from the outside that makes us experience tension and anxiety inside. Some stress is good for us as it keeps us alert and active, but too much stress can cause physical as well as psychological problems. The following strategies can help you control and manage stress, which can have a great effect on the length and quality of your life.

- **SELF AWARENESS** -- Be aware of YOU! Be aware of your needs, values, desires. Listen to your body.
- **BUDGET YOUR TIME AND ENERGIES** -- What are the most important things to do today? Make a list in order of importance and attack accordingly. Take on no more or less than you can handle. Learn to pace yourself.
- **OPERATE IN A SUPPORTIVE ENVIRONMENT** -- Organize your personal space so it works for you. After being around a hectic, chaotic environment, you need quiet, private space, and fill it with things that are meaningful to you.
- **CHANGE YOUR WAY OF LOOKING AT THINGS** -- Being positive, not negative, can reduce a lot of stress. Put problems in a broader perspective. Step outside the situation and decide how important the whole thing is.
- **WORK OFF STRESS** -- Exercise regularly and often -- dealing with stress calls for physical stamina. Exercise is a great way to release tension. It can lift your spirits, relax you, and increase your energy.
- **TALK OUT YOUR PROBLEMS** -- Seek out a trusted friend, etc. You'll be surprised how it lightens your burden. Problems, when kept to yourself, tend to appear much worse than when you share them with a friend.
- **LEARN THE ART OF MIND-ESCAPE** -- When pressures begin to mount too high, give yourself some breathing room and retreat. Take time out for a walk, see a movie, read a book, learn to relax and reenergize yourself. Putting distance between you and the pressure (even if it's only temporary) some times not only relieves stress, but provides some helpful insight into your pressure.
- **EAT REGULARLY!** Don't skip meals. Your energy level will go down quicker without nutrition. Never think that you haven't got the time. Get enough sleep and rest. Fatigue can reduce your ability to cope with the stress.
- **LEARN HOW TO RELAX** -- Learn one technique that works for you. Twenty minutes of relaxation a day can be a great help to your health and make for better decision making, increased energy, and clear thinking.
- **EXPRESS YOUR ANGER** -- Learn how to fight fairly -- it can clear the air and relieve a lot of stress. Be sure the issue is worth fighting for; don't hassle over every little thing.

10 tips for coping with stress

1. Hang a "Do Not Disturb" sign on your door. Read, exercise, nap.
2. Visit a museum or church, browse in a bookstore.
3. Practice listening to others talk: do one thing at a time.
4. Drop annoying, time-consuming acquaintances, activities and obligations.
5. Freely express feelings of joy, grief, disappointment.
6. Stop trying to remember everything. Write things down; make notes to yourself.
7. Allow more time than you think you'll need for catching trains, buses, planes.
8. Prepare to wait for everything - haircuts, appointments, payments.
9. Rid your life of clutter. If you haven't worn it or used it for a year, give it away.
10. Plan tomorrow before the end of the day.

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University of Omaha: <http://studentorgs.unomaha.edu/Vbrochures/stressm.htm>

The semester is 'almost' over...
stay stress free so you can make
the most of it!!!

The following is a list of stress symptoms

Can't sleep or sleep more than usual
Difficulty concentrating
Overly sensitive
Eat more than usual or don't feel like eating
Cry more than usual
Don't feel like doing anything

Here are some tips to combat stress

Go for a walk
Listen to music
Read a good book
Exercise
Watch a favorite TV program
Take time to relax
Color, or do something creative



PRIORITIZING YOUR TIME:

Good leaders seem to always be able to “get things done.” Ever wonder how they do that? The skill they have most likely mastered is the skill of prioritizing. Here’s a suggestion to help you improve in this area. Write out your “to do list” and then re- write it in the following order suggested by author Steven Covey and then tackle that list!

- Important and urgent
- Important, but not urgent
- Urgent, but not important
- Not urgent and not important