



## Stress Management Strategies

The amount of stress we encounter in our lives varies greatly. Sometimes we are overwhelmed with the demands of our responsibilities, and other times we have unique periods with low stress. In whatever situation you find yourself, managing stress will lead you to better productivity at work and a better overall work-life balance.

Here are some strategies to manage stress:

### Manage Your Time

Keeping and staying on a schedule can reduce stress quickly. Start by making a list of all the activities you are responsible for and then prioritize the list by importance. When you are finished, tackle the task you'd like to do the very least. Continue with this method of prioritization until your list is complete. You'll find that as your day progresses, it gets easier and you'll gain momentum.

### Control Your Environment

Recognize who and what is surrounding you that may be causing you stress. You can reframe the situation by looking at the big picture. Ask yourself how much this situation or event really matters in the long run and how much it will affect you and your life.

### Laugh

Looking to relieve stress in a pinch? A good laugh has many short-term effects. When you start to laugh, it actually induces physical changes in your body by stimulating organs, cooling down your physical stress response and aiding muscle relaxation. Check out a funny website, or keep humorous desk calendar for high stress moments.

### Maintain a Healthy Lifestyle

Studies show that exercising increases mood and energy level and decreases stress. 53% of adults report feeling better about themselves after exercising, 35% report being in a better mood after exercise, and 30% report that they are less stressed after some sort of physical exercise.

### Reward Yourself

Plan activities into your life that will give you something to look forward to. A vacation, a weekly date night, or some quiet time will do the trick.

### Rest

Remember there is only so much information your mind can absorb at one time, so be sure to take breaks and get plenty of sleep to keep a sharp and clear mind.