Tips for Reducing Stress

Get up on time - start your day without feeling rushed

Designate a time and place to do your work -
   and don’t change it; expect others to respect it

Get the facts instead of panicking over assumptions
   It may not be as overwhelming as you thought

Minimize interruptions
   Make it clear when you are only available for emergencies and when
   you have time to visit.

Get help when you need it - you don’t have to handle everything alone.

Get organized

Remind yourself of accomplishments - don’t just focus on what has not been
done.

Alternate mental and physical tasks.

Look positively at change - don’t fear it
   Change may bring challenge, but it also brings new opportunities

Reflect on past crises as experiences that helped you to grow and provide
proof that you survived.

For Further Assistance Contact
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