

## **TWELVE WAYS TO MANAGE STRESS DURING THE WORKDAY**

1. Take two minutes in the morning to be quiet and relax. Look out the window; listen to a tape or to the sound of birds.
2. While you are on the train or warming up your car, take a minute for a few deep breaths.
3. On your way to work, pay attention to where the tension is in your body. Is your stomach tight? Are you grinding your teeth? Are your fists clenched? Let go for a moment. Try to dissolve your tension. Tension will not help you accomplish your goals.
4. Put the radio on a relaxing station, or turn it off.
5. When stopped at a red light or in heavy traffic, take some deep breaths and let go of the tension in your body.
6. While working at your keyboard or desk, scan your body for tense areas. Breathe in relaxation, and breathe out tension.
7. In the midst of your workday, plan relaxation activities for after work or weekends. Visualize yourself enjoying these activities.
8. Use your breaks constructively. Instead of having a cigarette, coffee, or junk food, take a brief walk, do some exercise, stretch, or just close your eyes.
9. Try new places to eat lunch. Perhaps find a quiet park. Change the routine of your workday.
10. At the end of the workday, congratulate yourself on whatever you have accomplished. Plan your next day, making a list of what you will do for both work and relaxation. While leaving work, notice if you are rushing. If you are, slow down.
11. Switch gears to be with your family. Take time to mellow out before getting into serious discussion with family members. If necessary, go to a gym before you come home.
12. When you get home, get out of your work clothes as soon as possible.