

## 25 Ways to Combat Job Stress

Here are some ways to cope with job stress which you might consider. Begin with the easier and simpler ones to build your confidence before you embark on a more ambitious program of change.

1. Start off you day with a nutritious breakfast.
2. Occasionally, change your routine by meeting a friend/co-worker for breakfast; allow enough time to really enjoy it.
3. Avoid drinking coffee or soft drinks all day; drink water instead.
4. Organize your work...set priorities.
5. Write it down...don't overburden your memory.
6. Don't try to be perfect, or do everything right at all times.
7. Don't try to do 2, 3 or more things at once.
8. Consider occasionally coming in earlier or staying later instead of taking your work home with you every night.
9. Reduce the noise level if possible.
10. Restrict telephone calls by having them held or close the door when you are extra busy or need to concentrate.
11. Consider planning or use uninterrupted blocks of time, which may actually save time and tempers for big jobs or a collection of smaller jobs.
12. Create a pleasant work environment in your immediate surroundings insofar as possible.
13. Speak up about petty annoyances while respecting the other's feelings.
14. Develop co-worker support networks.
15. Don't take you job with you on breaks.



16. Take a creative lunch break. Walk or explore the area near your job.
17. Occasionally, go out to lunch with a friend/co-worker.
18. Take a 10-20 minute meditation break during your lunch hour or a yoga or exercise break.
19. Optimize your health with good nutrition, exercise, sleep and rest.
20. Monitor your work, rest & recreation balance. Are changes needed?
21. Develop with co-worker your own brand of happy hour or celebrate birthdays or other events as a break in the routine.
22. Develop a wider variety of sources of gratification in your life, family, friends, hobbies, interests. Plan occasional special weekends or mini-vacations.
23. Consider changing your job or having your job responsibilities changed to better meet your interests and skills.
24. Be assertive, learn how to express differences, make request and say "no" constructively. Consider taking a course in assertiveness training.
25. Don't overlook the emotional resources available to you that are close at Hand: co-workers, supervisor, spouse, friends. This suggestion needs to be underscored for males who are programmed by society to avoid discussion/acknowledging feelings and problems, but pay for it in stress disease.

If you need help coping in stress in your workplace or personal life, call 1-800-382-2377 to make an appointment with a counselor.

***First*CALL**  
Your Employee Assistance Program  
**1-800-382-2377**