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Combating Job Stress

Here are some ways to cope with job stress you might consider trying. Begin with the easier and simpler ones to get a feel for how it works and to establish a pattern of success. As a wise man once said, "**Nothing Predicts Success Like Success**". By setting up a reasonable and achievable goals, you will be more likely to keep with it and also more likely to move on to a higher goal level.

1. Start each day with breakfast. Eat at home if possible because you'll probably eat better. If not, you might try meeting a friend for breakfast– allow time to enjoy it.
2. If you are used to drinking caffeinated beverages throughout the day, cut down. Try decaffeinated coffee or soda, fruit juice or water.
3. Organize your work. Setting priorities and reasonable goals helps things to seem, and actually be, more manageable.
4. Write things down. Why over-burden your memory with trivial things?
5. Don't try to be perfect. There are some things worth doing that aren't worth doing well.
6. Seek to concentrate on one task at a time, finish it, and move on to the next task. If you are working on something and come to a place where you can go no farther at that time, set it aside and move on. The key here is to keep moving towards completion and to avoid dwelling on factors over which you have no control.
7. If possible, reduce the noise level in your immediate surroundings. Noise can often be a source of controllable stress.
8. Seek to establish uninterrupted blocks of time to work on specific tasks. You will find that you get more accomplished, you will feel more relaxed, and the final product will have a "tighter" feel to it.
9. Create as pleasant a work environment as possible. Surround yourself with objects that help you to feel good about yourself and where you are.
10. Avoid taking your job with you when you take a break
11. Take up meditation and do a 10-20 minute meditation morning and afternoon for your break.
12. Optimize your health with good nutrition, exercise, sleep, and rest.
13. Monitor your work-rest-recreation balance. Are things out of balance? Do you need to make some adjustments?

14. Reduce your consumption of alcohol, and if you smoke, **QUIT!!!**
15. Take up a regular aerobic activity such as racquetball, running, or rowing and do it four days each week.
16. Avoid excuses for **NOT** doing any of the above. It is often easier to find reasons not to do, than it is reasons to do, something.

While these activities will not eliminate the stress related to your job, they **can** and **will** help in controlling the effects of stress. When that happens, you will be in a better position and frame of mind to focus on the primary job at hand:

STAYING ALIVE!