



# Point of View

## Reduce Stress at Work

*Stress is a normal part of everyday life, but it can be manageable by recognizing its existence and controlling its influence on your day-to-day work activities.*

Work will always create stress. No matter how much you may love your job, coworkers and your boss, it's still a job and they are still your coworkers and your boss.

Recognizing that stress is a normal, though unwelcome aspect of life is the first step to properly managing it so that your life both inside and outside of work does not go skidding out of control. But what else can you do to manage your stress level? Here are a few ideas.

- **Organize your day.**  
Prioritize your tasks by importance. Once you have your schedule, your deadlines will look much more manageable and you will find your "to do" pile shrinking faster than you imagined.
- **Learn to say no.**  
We all want to help out our bosses and coworkers, but sometimes you have to say no to extra tasks. If you are stressed out already, adding to your workload will only make it worse. Finish your main priorities first before taking on anything else.
- **Use your vacation time.**  
Your company gives you vacation time and personal days for a reason. If you feel like you cannot handle your stress level, take a long weekend and get away with friends or family to unplug.

### **Walk it out.**

Regular exercise doesn't just keep you fit, it also helps relieve stress. So whether you walk around the parking lot, play golf on the weekends or get up early a few days a week and jog before work, getting your blood flowing through exercise will reduce tension and help you focus.

- **Eat better.**  
Skipping breakfast and working through lunch will have you snacking on foods that don't fill you up and are not nutritionally valuable. Think about the difference it makes when you sit down on the weekend and eat a balanced healthy breakfast, and when you skip breakfast in the morning or get fast food on the way to work. You probably feel sluggish after the latter. When you don't get the food you need, you won't handle stress as well or fight off illnesses.
- **Get enough sleep.**  
It seems silly to say, but most people don't get a sufficient amount of sleep. Studies show that not sleeping enough negatively impacts alertness and productivity. The average adult needs about eight hours of sleep a night. If you are sleeping less, this will contribute to your stress load.

Remember that stress is a normal part of everyday life. You even need some stress in life because you need that push to get things done. If your daily stress on the job is overwhelming, sit back and take stock of the situation. If it is completely unmanageable, you may need to consider other career opportunities.