

STRESS BUSTING TIPS!



- Prioritise your life— doing the least important things can make you stressed because you feel you haven't accomplished anything
- Don't worry if you haven't got through all the things you have planned—make a priority list and get through the most important tasks



- Good time management—quality work rather than quantity
- Manage your time—switch off your emails and do something important
- At the end of the day—don't dwell on what you didn't finish, be glad for what you accomplished
- Accept that your in tray will always be full



- Have a couple of nights a week where you don't work over late at work
- Have a day just to yourself—sleep in late, watch a film and chill!
- Listen to some calming music
- Treat yourself to a spa day or take a bubble bath
- Learn how to relax—deep breathing, stretching muscles



- Go for a walk—fresh air and stretching go a long way to relieving stress
- Take up a new sport
- Exercise—helps clear your thoughts and enables you to deal with problems more calmly



- By challenging yourself and continuing to learn you become more emotionally resilient
- Pick up a new hobby or re-take up an old one
- Set yourself goals and challenges—whether at work or outside



- Don't forget it's always good to accept a bit of help from time to time



- Don't rely on alcohol, smoking and caffeine as your way of coping—these are only a temporary relief and won't make the problems disappear!



- Look for the positives in life and things for which you are grateful
- At the end of the day write down three things which went well
- Try to be a glass half full rather than half empty person