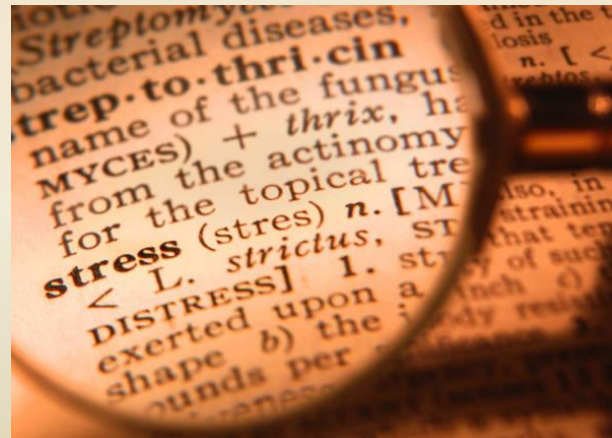
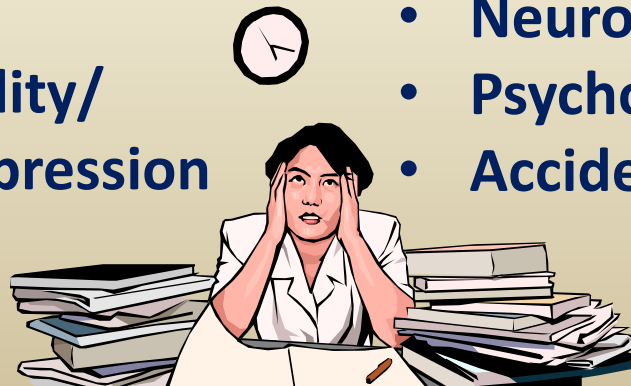


STRESS MANAGEMENT



Observable Signs of Stress

- Inability to concentrate
- Feels of unreality, weakness or dizziness
- Floating anxiety
- Emotional tension
- Tendency to be easily startled
- Impulsive behavior
- Insomnia
- General Irritability/ excitability/ depression
- Hypermobility
- Sweating
- Headaches
- Pain in the lower neck or lower back
- Loss or increase of appetite
- Increased smoking
- Increase alcohol and drug use
- Nightmares
- Neurotic behavior
- Psychoses
- Accident proneness



Organizational Stress

- **Role ambiguity**
- **Role conflict**
- **Role overload**
- **Responsibility for people**
- **Relations with others**
- **Participation**
- **Job dissatisfaction**
- **Job tensions**
- **Job-related threat**
- **Low self-esteem**

The Stressor Response

- **Stressor--->Fight/Flight--->Strain--->Illness**
- **We inappropriately arouse the “fight or flight” response 50-200 times per day.**
- **Each reaction builds on the previous one until by the end of the day we have an elevated stress/tension level.**

Source: The Relaxation Response, Benson, Herbert

Changes Our Bodies Go Through in the “Fight or Flight” Mode

- **Slowdown of digestion occurs as blood is directed to the muscles and brain.**
- **Breathing becomes more rapid to increase oxygen for the muscles.**
- **Heart rate increased and blood pressure goes up rapidly, rushing blood to the muscles.**
- **Perspiration increases as a cooling mechanism, allowing the body to burn more energy.**
- **Anticipating action, the muscles become tense.**
- **Chemicals flow into the blood to assist clotting in case of injury.**
- **Fats and sugars are released to increase one’s energy.**

What Too Much Stress Can Do To You

Cardiovascular System

- Heart Attack
- Hypertension
- Angina
- Arrhythmia
- Migraine

Digestive System

- Ulcers
- Colitis
- Constipation
- Diarrhea
- Diabetes

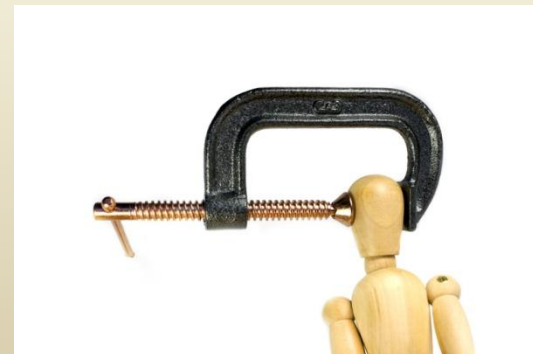


Immunity System

- **Infections**
- **Allergies**
- **Auto-Immunity**
- **Cancer**

Skeletal-Muscular System

- **Backache**
- **Tension Headaches**
- **Arthritis**
- **Accident Prone**



Self Management Techniques

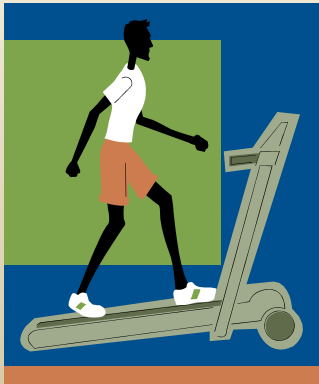
Good Nutritional Habits

- **Balanced diet**
- **Sufficient vitamins, minerals, protein, complex carbohydrates and fiber**
- **Minimized consumption of sugar, salt, saturated fats, refined white flour and chemical additives**
- **Regular meals**
- **Maintenance of recommended weight**
- **Moderate use of alcohol and caffeine**
- **No smoking**



Good Exercise Habits

- Regular aerobic exercise to improve cardiovascular fitness
- Regular recreational exercise for tension reduction and diversion



Self-Awareness

- Understanding of personal needs and preferences
- Assertive behavior and role negotiation

Letting Go Techniques

- Regular relaxation habits
- Seeking closure on tasks and interpersonal situations
- Finishing unfinished business

Personal Planning

- Effective time management day to day
- Life and career planning for the long term



Become Knowledgeable about Stress

- **Understand the process and effects of stress.**
- **Identify your major sources of stress.**
- **Anticipate stressful periods and plan for them.**
- **Develop a repertoire of successful stress-management techniques and practice them.**
- **Learn to identify the opportunities for personal growth inherent in periods of stress.**
- **Find the level of stress that is best for you, remembering that both insufficient and excessive stress are potentially harmful.**

Take a Systematic Approach to Problem Solving

- **Define your problem more specifically.**
- **Gather information about the problem to put it in perspective.**
- **Discover why the problem exists for you.**
- **Review your experience with the present problem.**
- **Develop and evaluate a set of alternative courses of action.**
- **Select a course of action, and proceed with it.**

Come to Terms With Your Feelings

- **Differentiate between your thoughts and feelings.**
- **Do not suppress your feelings; acknowledge them to yourself, and share them with others.**
- **Learn to be flexible and adaptive.**
- **Honestly appraise your personal liabilities.**
- **Accept your feelings.**

Develop Effective Behavioral Skills

- **Do not use the word can't when you actually mean won't (for example, "I can't stop smoking).**
- **Act on your decisions.**
- **Use free time productively.**
- **Avoid blaming others for situations.**
- **Learn to say NO.**
- **Deal with problems as soon as they appear.**

Establish and Maintain a Strong Support Network

- **Ask for help, and be receptive when it is offered.**
- **Develop empathy for others.**
- **List six people with whom you would like to improve your relationship.**
- **Rid yourself of dead or damaging relationships.**
- **Maintain high-quality relationships both on and off the job.**

Develop a Style That Will Buffer Against the Effects of Stress

- **Regularly practice some form of each of the following types of exercise: vigorous, stretching, and recreational.**
- **Engage regularly in some form of systematic relaxation.**
- **Use alcohol in moderation or not at all.**
- **Do not use tobacco.**

- **Obtain sufficient rest on a regular basis.**
- **Maintain your recommend weight.**
- **Eat a balanced diet.**
- **Take total responsibility for your life.**
- **Maintain an optimistic attitude.**
- **Do not dwell on unimportant matters.**

Concentrate on Positive and Spiritual Development

- **Adopt the attitude that no problem is too monumental to be solved.**
- **Engage regularly in prayer or meditation.**
- **Establish a sense of purpose and direction.**
- **Believe in yourself.**

Plan and Execute Successful Life-Style Changes

- **Expect to succeed.**
- **Approach projects one step at a time.**
- **Practice with change rigorously for 3 weeks; then decide whether to continue with it.**
- **Celebrate successes in your life; reward yourself.**

