

# PREVENTING STRESS BUILD UP

## *Helpful Tips On Venting Stress*




Be honest with your co-workers when your workload is too heavy.

Stress can't always be avoided, but there are steps you can take to lessen its impact on you. Begin to exercise power over your main life choices and make changes to avoid what stress you can.

- Create a routine. Regular planning will help avoid stressful rushes, but be careful not to become rigid and lose your spontaneity.
- Join an exercise, aerobics, or dance class that meets regularly.
- If something is bothering you and it is within your control to change it, do so. If you cannot change it, then accept it or use your energy to figure out a way around it.
- Learn to say no. Be honest with your co-workers when your workload is too heavy. You

cannot be productive when you are overworked.

- Develop and engage in a hobby, like gardening or needlepoint, that you find relaxing.
- Limit your caffeine intake, as it can create tension and build anxiety. Drink juice, water, or herb tea instead of coffee. Remember that soft drinks and chocolate have caffeine too.
- Eat foods that add to your energy level—lean meats, fresh vegetables, and high-fiber foods. Stay away from greasy, fatty fast food that drains your energy.
- Give yourself plenty of time when making important life changes. If possible, avoid making several major changes, such as changing jobs and apartments, close together.

- Remember to have fun. Try to balance both work and play—each is important.
- Volunteer at a hospital, homeless shelter, or nursing home once a week. Giving of yourself helps you keep things in perspective.
- Learn to forgive and forget. Holding grudges or reprimanding yourself for a poor choice you made in the past is wasted energy. Learn from the experience and go forward from there. 

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