



STRESS WARNING SIGNS AND SOLUTIONS

"Don't Just Manage Stress. Learn to Master it!"_{sm}



"Don't Just Manage Stress. Learn to Master IT!®"

Step 1 - Know Your Stress Warning Signs

PHYSICAL

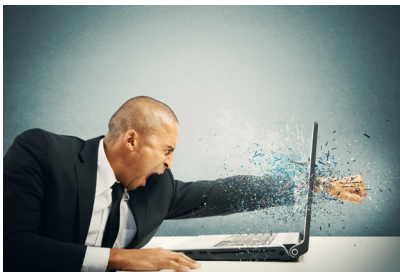
- Increased or chronic pain: headaches, back or neck
- Can't sleep well, get up often, and lay awake
- Difficulty digesting food
- Have shortness of breath
- Increase in acne or skin problems
- Excessive perspiration
- Increase/decrease in weight

EMOTIONS

- Difficulty focusing on tasks or what people say
- Feelings of helplessness or hopelessness
- Depressed or burned-out most of the time
- Hyper-vigilant/keyed-up or on-edge most of the time
- Lack of motivation
- Use alcohol or drugs frequently or to reduce stress
- Avoidance of tasks or people
- Being isolated or alone too often

WORK

- Reduced productivity or increase in disciplinary reports
- Frequently absent, tardy or unnecessary sick leave
- Task avoidance
- Increase in accidents & errors in work



BEHAVIORS

- **Anger/Hostility** - Explode, shout, yell often.
- **Time Urgency** - Always rushing around.
- **Perfectionism** - Can't stop being compulsive.
- **Burnout** - Feeling down/extreme fatigue.
- **Disappointment** - Feel people let you down.
- **Under-achievement** - Believe you're not successful.
- **Tension** - Your muscles/body are tense and can't relax.

Step 2- Bring Stress Down

TAKE ACTION!

BREATHE
EXERCISE
MEDITATE
MUSIC
GET AWAY
MENTAL
VISUALIZE
MASSAGE
BATHE

Breathe in & out slowly for 5 minutes
Take a minute walk. Burn off stress
Mentally Disengage
Tune in to soothing & relaxing music.
Go to a quiet place.
Take a mental vacation.
Visualize a calm, relaxing scene
Take the stress away with a massage.
Bubble bath your stress away.



Step 3- Master Your Stressor

STOP
AVOID
QUESTION
ASK
ACCEPT
IMAGINE
PRACTICE
SEEK
RESET
GO SLOW
TAKE TIME

Before responding, take a deep breath
Avoid toxic people and situations
Can stressor be changed? If not, let it go.
Is it necessary to respond to the stressor?
Acknowledge the STRESSOR for what it is.
Visualize a positive & successful response
Review steps mentally or out loud. Do it.
Ask for support from those you trust.
Change expectations when unrealistic
Stressors don't need a response.
Allow yourself time to calm down.

Step 4- Take Action. Make Changes!

YOU CAN DO IT!

LIVE NOW!	Live in the moment. Not past. Nor future.
DIVERSION	Read. Write. Create. Play. Join a group.
PERSONAL	Balance home/work. Forgive. Praise. Love.
PEOPLE	Trust others. Say "no" at times.
PLAN	Know where you want to go. Make a plan.
STOP	Stop interruptions.
FOCUS	Don't multi-task. Do one thing at a time.
PRIORITIZE	Do what is important and necessary first.
DELEGATE	Delegate tasks and responsibilities.
ORGANIZE	Clutter is a stressor. File it. Send it. Trash it.
TIME	Plan job/time realistically. Allow for time.
EXCEL	Seek excellence; not perfection.
LEAVE	Keep work problems at the office.
EXPECT	Set realistic expectations for self & others.
FUN	Play. Laugh. Read some jokes. Smile
REST	Take a short power nap.



Step 5 - The 3 C's of Stress Mastery

TAKE MENTAL CONTROL

CONTROL

Know that you have the power to control how you respond to life's stressors. The first characteristic of mastering stress is to take control, not of the stressor, but of your thoughts, attitudes and behaviors. Choose to respond in a positive and constructive way and stress will disappear.

CHALLENGE

Stress masters are people who look at life crises and issues as challenges, not problems. This is the second most powerful trait for stress resilience. View life as a challenge. If you make a mistake, think of it as only a learning opportunity. Make today a "challenge" day for all the stressors you meet along the way.

COMMITMENT

Develop a sense of purpose and commitment in everything you do and say with everyone you meet. Commitment is act of taking action and being pro-active in the interactions you have with people and life's events. Commitment is an attitude that says: "I am dedicated to resolving the issue or problem."

MASTER YOUR STRESS AND BUILD YOUR RESILIENCE WITH THE **STRESS ASSESSMENT AND RELIEF ROADMAP**

GET IT HERE



The **Stress Assessment and Relief Roadmap** consists of the SMQ (Stress Mastery Questionnaire) plus a valuable one-to-one 30-minute session with stress mastery expert Tildet to discuss your report and receive your stress relief roadmap.



HOW WILL YOU MASTER YOUR STRESS? EXERCISE

Make A Plan and Take Action. Place a X for each area you want to work on.

BODY MASTERY

Engage The Relaxation Response

- | | |
|--|---|
| <input type="checkbox"/> Breathing exercises | <input type="checkbox"/> Progressive relaxation |
| <input type="checkbox"/> Listen to calm and relaxing music | <input type="checkbox"/> Listen to relaxation tapes |
| <input type="checkbox"/> Start doing Yoga | <input type="checkbox"/> Practice Tai Chi |
| <input type="checkbox"/> Exercise | <input type="checkbox"/> Re-energize - take a break and relax |
| <input type="checkbox"/> Take a needed vacation | <input type="checkbox"/> Take a nap |
| <input type="checkbox"/> Get more sleep | <input type="checkbox"/> Get a massage |
| <input type="checkbox"/> Eat healthy foods | <input type="checkbox"/> Drink less or no alcohol |
| <input type="checkbox"/> Drop some pounds | <input type="checkbox"/> Take a Hot Bath |

MENTAL MASTERY

Change What & How You Think

- | | |
|---|--|
| <input type="checkbox"/> Refute irrational thoughts | <input type="checkbox"/> Pray |
| <input type="checkbox"/> Meditate | <input type="checkbox"/> Believe in yourself |
| <input type="checkbox"/> Reflect & contemplate in quiet | <input type="checkbox"/> Accept the person or situation |
| <input type="checkbox"/> Be grateful for what you have | <input type="checkbox"/> Journal your thoughts |
| <input type="checkbox"/> Visualize relaxing scenes | <input type="checkbox"/> Re-think (turn a negative to a positive) |
| <input type="checkbox"/> Seek professional help | <input type="checkbox"/> Talk out your issues with a good listener |
| <input type="checkbox"/> Stop dwelling on a past issue | <input type="checkbox"/> Change expectations for your self |
| <input type="checkbox"/> Change expectations of others | <input type="checkbox"/> Visualize success |

STRESSOR MASTERY

Control What You Can & Let Go of What You Cannot

- | | |
|---|---|
| <input type="checkbox"/> Avoid stress provoking people | <input type="checkbox"/> Avoid situations that cause stress |
| <input type="checkbox"/> Reduce your "task list" | <input type="checkbox"/> Spend time with a good friend |
| <input type="checkbox"/> Set achievable goals | <input type="checkbox"/> Practice better time management |
| <input type="checkbox"/> Start tasks that you are avoiding | <input type="checkbox"/> Laugh more; Read funny books; Watch comedies |
| <input type="checkbox"/> Accept stressors out of your control | <input type="checkbox"/> Re-Focus when an unexpected stressor happens |
| <input type="checkbox"/> Plan better | <input type="checkbox"/> Learn some new skills |
| <input type="checkbox"/> Learn better communication skills | <input type="checkbox"/> Listen before talking |
| <input type="checkbox"/> Get organized | <input type="checkbox"/> Say "No" and mean it |

STRESSMASTER[®] INTERNATIONAL

*THE KEY TO STRESS MASTERY IS TO UNDERSTANDING THE SOURCE OF YOUR STRESS.
When stressed out, anxious or burned out, unless it is medical or physiological, take these steps to solve your stress problem. This exercise is not about changing an external stressor but changing the negative stress producing thoughts you have to more positive ones.*

NAME IT.

NAME THE FEELING: What is it I am feeling right now: _____

Example: I am feeling panic, fear, anger, hostility, irritation, etc.

Write down your emotion: I am feeling. . . _____

Give it a NAME: _____ (Keep it short)

CLAIM IT.

Self-talk; What is the thought that is causing the feeling? I am thinking _____. I recognize that I am responsible for my feelings and actions. I will Claim this emotion and take action to change my thoughts..

WRITE DOWN: What thoughts are triggering the Stress Response. (Be specific)

#1 _____

#2 _____

#3 _____

Claim it: OK, I am feeling _____ and I own it and change it.

CHANGE IT.

WRITE DOWN: What thoughts would be good to replace negative stress producing thoughts you're having?

#1 _____

#2 _____

#3 _____

PRACTICE IT.

Post at least three positive thoughts and affirmations that you will use to help you change automatic negative thinking to positive mental thoughts.

There is much more to changing automatic negative thoughts, so view this exercises as only the first step.