

PLAYING IT **SAFE**

Dealing with Stress

Helpful tips for reducing work-related stress

There are many factors that contribute to work-related stress. When you face impending deadlines, demanding tasks and challenging goals, you may begin to feel overwhelmed. When you do not take steps to address stress, it may develop into a more serious health condition.

Acknowledge Stress

Look out for early symptoms of stress and take steps to relieve them quickly. If you let them go unchecked, these symptoms can develop into more serious health complications, such as heart problems, depression and anxiety. Be wary of the following stress symptoms:

- Insomnia
- Short temper
- Headaches
- Upset stomach
- Sore back
- Job dissatisfaction
- Difficulty concentrating
- Increased errors

Make Changes

Changing the way you work can help to relieve some sources of stress. Consider these tips:

- Prioritize. Begin with your most important or pressing tasks. Concentrate on other tasks only

when you have finished.

- Make sure you are clear about the definition of your role and responsibilities. Ask your supervisor if you have any doubt.
- Stay organized. A clean office can often give you more clarity.
- Anticipate possible disagreements with co-workers and plan how you will calmly deal with them.

Focus on Your Personal Life

A successful employee at is able to balance his or her work with a personal life.

- Make time for friends and family, as spending time with those you love will help you unwind.
- Live a healthy lifestyle. Exercise, eat well and sleep at least eight hours a night.
- Spend time on outside hobbies, interests or passions. This will help you detach from the work environment and reduce your stress.

Perspective

Reassess your working environment. If the stressors of your current position are too much for you, consider transferring to another department of the facility. Talk to your supervisor to discuss ways can help you combat stressors in your specific situation.



Serious Consequences

Stress is related to a variety of mental and physical health problems, including ulcers, mental disorders, emotional instability, mental disorders, migraines and disruption of social and family life. Recognize that you are stressed and take action before you develop a serious condition.