

Stress at Work

Tips to reduce and manage job and workplace stress

Tip #3

When job and workplace stress threatens to overwhelm you, there are simple steps you can take to regain control over yourself and the situation. Your newfound ability to maintain a sense of self-control in stressful situations will often be well-received by coworkers, managers, and subordinates. This can lead to better relationships at work. Here are some suggestions for reducing job stress by prioritizing and organizing your responsibilities.

Time management tips for reducing job stress

- Create a balanced schedule: Analyze your schedule, responsibilities, and daily tasks. All work and no play is a recipe for burnout. Try to find a balance between work and family life, social activities and solitary pursuits, daily responsibilities and downtime.
- Don't over-commit yourself: Avoid scheduling things back-to-back or trying to fit too much into one day. All too often, we underestimate how long things will take. If you've got too much on your plate, distinguish between the "should" and the "musts." Drop tasks that aren't truly necessary to the bottom of the list or eliminate them entirely.
- Try to leave earlier in the morning: Even 10-15 minutes can make the difference between frantically rushing to your desk and having time to ease into your day. Don't add stress levels by running late.
- Plan regular breaks: Make sure to take short breaks throughout the day to take a walk or sit back and clear your mind. Also try to get away from your desk or work station for lunch. Stepping away from work to briefly relax and recharge will help you be more, not less, productive.

Task management tips for reducing job stress

- Prioritize tasks: Make a list of tasks you have to do, and tackle them in order of importance.
- Break projects into small steps: If a large project seems overwhelming, make a step-by-step plan.
- Delegate responsibility: You don't have to do it all yourself. If other people can take care of the task, why not let them?
- Be willing to compromise: When you ask someone to contribute differently to a task, revise a deadline, and be willing to do the same.

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"It's not the load that breaks you down, it's the way you carry it."

-Lou Holtz