

Stress at Work

Tips to reduce and manage job and workplace stress

Tip #5

As you learn to manage your job stress and improve your work relationships, you'll have more control over your ability to think clearly and act appropriately. You will be able to break habits that add to your stress at work and you'll even be able to change negative ways of thinking about things that only add to your stress.

Eliminate self-defeating behaviors

Many of us make job stress worse with negative thoughts and behavior. If you can turn around these self-defeating habits, you'll find employer-imposed stress easier to handle.

- **Resist perfectionism.** No project situation or decision is ever perfect, so trying to attain perfection on everything will simply add unnecessary stress to your day.
- **Clean up your act.** If you're always running late, set your clocks and watches fast and give yourself extra time. If your desk is a mess, file and throw away the clutter; just knowing where everything is saves time and cuts stress.
- **Flip your negative thinking.** If you see the downside of every situation and interaction, you'll find yourself drained of energy and motivation. Try to think positively about your work, avoid negative-thinking co-workers, and pat yourself on the back about small accomplishments.
- **Don't try to control the uncontrollable.** Many things at work are beyond our control – particularly the behavior of other people.

Five ways to dispel stress:

- Take time away
- Talk it over with someone
- Connect with others at work
- Look for humor in the situation.

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"The secret to getting ahead is getting started."

-Mark Twain