

STEP 4

To Create Your Personal Contract

39 TIPS FOR MANAGING STRESS

Select at least 3 options from each category

AWARENESS

BALANCE

CONTROL

39 Ways of Managing Stress in 2004:

Tick the options you will try for this month of _____

Download a new list for each month.

Awareness	Balance	Control
<p>A. Think about some of your lifestyle practices.</p>	<p>B. Try these relaxation techniques.</p>	<p>C. Here are some ways of managing your tasks and your time.</p>
<ul style="list-style-type: none"> <input type="checkbox"/> Practise the mental and physical skills of relaxation by ordering a Psychelp relaxation training tape. <input type="checkbox"/> Learn to take time out. You don't need to be on the run all the time. <input type="checkbox"/> Emphasis on aerobic exercise eg. Brisk walking 20-40 mins/day three times per week. <input type="checkbox"/> Lower your intake of sugar and fat as well as increasing your intake of fresh fruit and vegetables. <input type="checkbox"/> Decrease alcohol intake, sedatives and recreational drugs. <input type="checkbox"/> Develop a keen sense of humour. <input type="checkbox"/> Decrease use of caffeine and/or nicotine. <input type="checkbox"/> While your car is warming up, take a moment to quietly pay attention to your breathing. <input type="checkbox"/> While driving, become aware of body tension, eg. Hands wrapped tightly around the steering wheel, shoulders raised, stomach tight, etc. Consciously work at releasing, dissolving that tension. Does being tense help you drive better? What does it feel like to relax and drive. <input type="checkbox"/> Decide not to play the radio and be with yourself. 	<ul style="list-style-type: none"> <input type="checkbox"/> Relaxation can be the by-product of enjoyable activities. <input type="checkbox"/> Progressive relaxation through specific muscle tension and release exercises. Concentrate on specific areas of the body and feeling the 'heaviness' or 'warmth' generate as relaxation of muscles occurs. <input type="checkbox"/> Meditation – spend 15-20 minutes per day just being quiet and reflective <input type="checkbox"/> Take a few minutes before work to be quiet and meditate – sit or lie down and be with yourself ... gaze out the window, listen to the sounds of nature or take a slow quiet walk. <input type="checkbox"/> Stay in the left lane and keep within the speed limit and meditate on your breathing at the red lights. <input type="checkbox"/> After parking your car at work, take a moment to orient yourself to you workday. <input type="checkbox"/> While sitting at the desk etc. monitor bodily sensations and tension levels, and consciously let go. <input type="checkbox"/> At lunch time changing your environment or just closing the door can be helpful. <input type="checkbox"/> Take some time at lunch or break to share with close associates. Choose topics not 	<ul style="list-style-type: none"> <input type="checkbox"/> Understand what it means to be assertive and try it. <input type="checkbox"/> Change your expectations of involvement in situations. <input type="checkbox"/> Clarify and revise some of your expectations and goals. <input type="checkbox"/> Learn to delegate tasks and/or get help. <input type="checkbox"/> Rehearse alternative options. <input type="checkbox"/> Look after your personal freedom. <input type="checkbox"/> Provide or obtain enough information to facilitate decision-making rather than blaming yourself. <input type="checkbox"/> Learn specific task related skills eg. effective communication, time management etc. <input type="checkbox"/> When the situation triggers stress/adrenaline, don't respond with fear or anxiety. <input type="checkbox"/> At the end of the workday retrace your activities of the day adcknowledging yourself for what you've accomplished and make a list for <i>tomorrow</i>. <input type="checkbox"/> While driving, notice if you are rushing. What does this feel like? What could you do about it? Remember, you've got more control than you can imagine.

Awareness	Balance	Control
<p><input type="checkbox"/> Use your break to truly relax or take a walk instead of having a coffee.</p> <p><input type="checkbox"/> Decide to stop and notice your breathing and body sensations for one to three minutes every hour during the workday. Use it as a time to regroup and recoup.</p> <p><input type="checkbox"/> Use the everyday cues in your environment as reminders or triggers to “centre” yourself, e.g. the telephone ringing, turning on the computer, the chime of a clock, doing anything with water, etc.</p> <p><input type="checkbox"/> Pay attention to the short walk to your car, breathing in deeply. The feeling of the cold or warmth of your body, try to accept it rather than resist it. Listen to the sounds outside your workplace. Can you walk without feeling rushed?</p>	<p><input type="checkbox"/> necessarily work related.</p> <p><input type="checkbox"/> Choose to eat one or two lunches per week in silence. Use it as a time to eat slowly and be with yourself.</p> <p><input type="checkbox"/> While your car is warming up, sit quietly and consciously make the transition from work to home. Take time to simply be. Enjoy it for a moment. Like most of us, you’re heading for your next full-time job, home!</p>	<p><input type="checkbox"/> When you pull into the driveway or park on the street come back to the present. Orient yourself to being with your family or household members or simply being at home.</p> <p><input type="checkbox"/> Change out of work clothes when you get home, it helps you make a smoother transition into your next “role”. You can spare five minutes to do this. Say hello to each of the family members. Centre yourself at home. If possible take 5 to 10 minutes to be quiet and still.</p>
<p><input type="checkbox"/> Note any others you choose.</p>	<p><input type="checkbox"/> Note any others you choose</p>	<p><input type="checkbox"/> Note any others you choose.</p>