

Tools To Handle Stress

Presented by ComPsych® Corporation



Stay Ahead of Performance, Productivity and Health Issues

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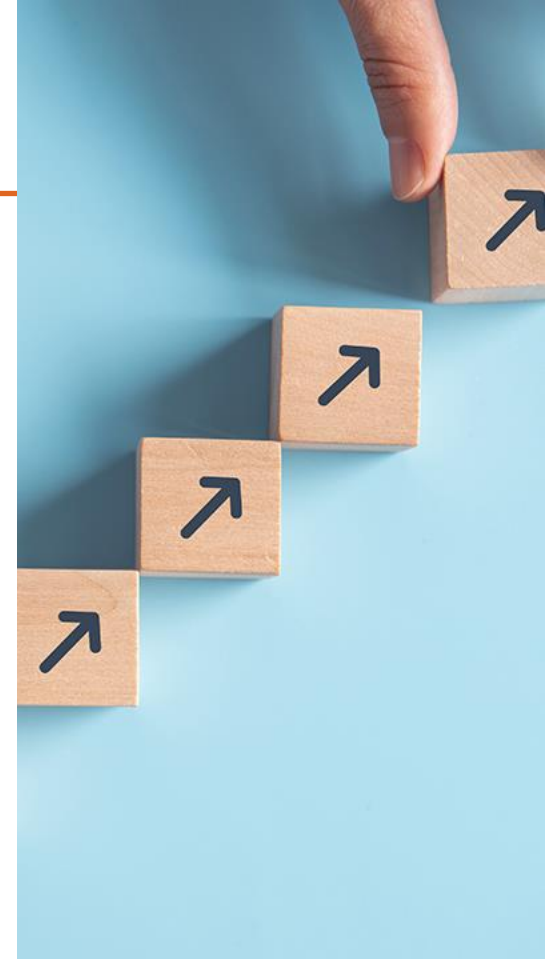
Agenda

Being Accountable

Engaging in Hobbies

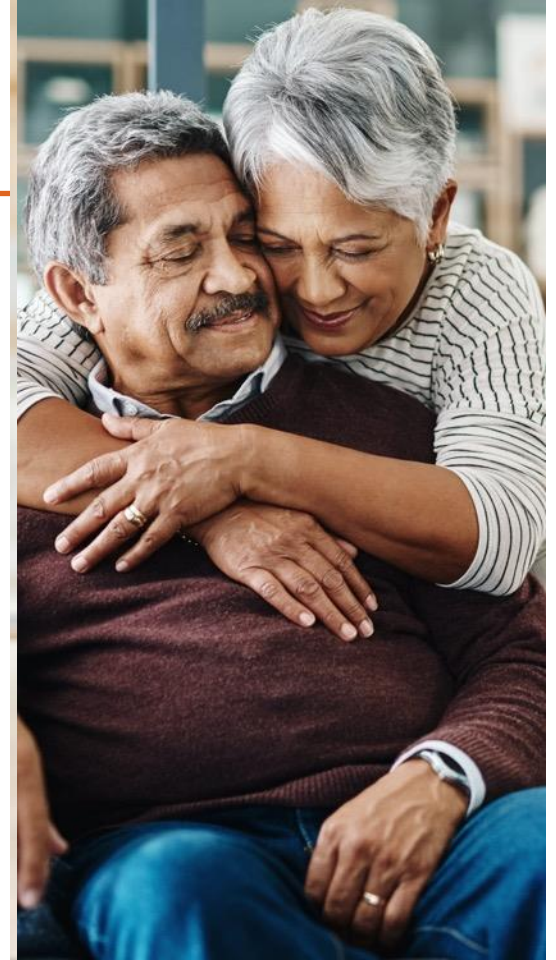
Remembering Past Successes

Taking Breaks



Accountability

Being accountable is less stressful than being a victim



The Question Behind the Question

Why doesn't this new process work?

- How can I learn to use the new process?
- Who can help me learn the process?
- What if I can't make the new process work?

Who made this mistake?

- Who should I notify about this mistake?
- How might I have been responsible for this mistake?
- What can I do to ensure this mistake doesn't happen again?



Practice: The Question Behind the Question

When are things going to get better?

What am I going to do to make things better?

Why won't management communicate better?

How can I get the information I need?

How can I move on without the information I wish I had?

What's the point of this crazy training?

What can I try to get out of this training?

When will she reply to my email?

*What's a better way to
communicate with her?"*

Engaging In Hobbies

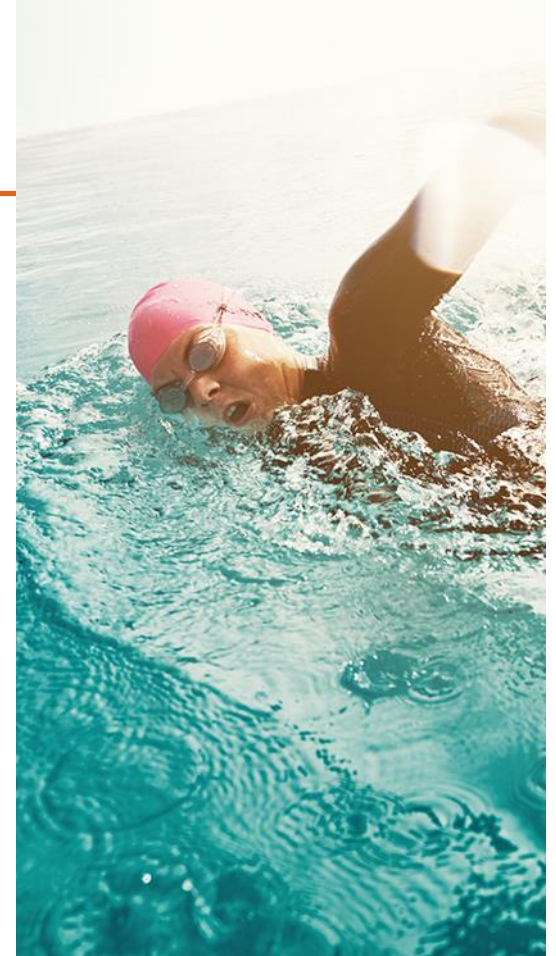
- **Control your attention** – find activities or hobbies that are challenging but not overwhelming, and permit you to focus your attention, such as:
 - Organizing a stamp collection
 - Learning guitar
 - Playing tennis
 - Paining watercolors
- **Allow yourself to become absorbed** – immerse yourself in the activity and lose track of time
- **Develop mastery of enjoyable activities** – look for any activity that can be engaging



Discussion: Hobbies

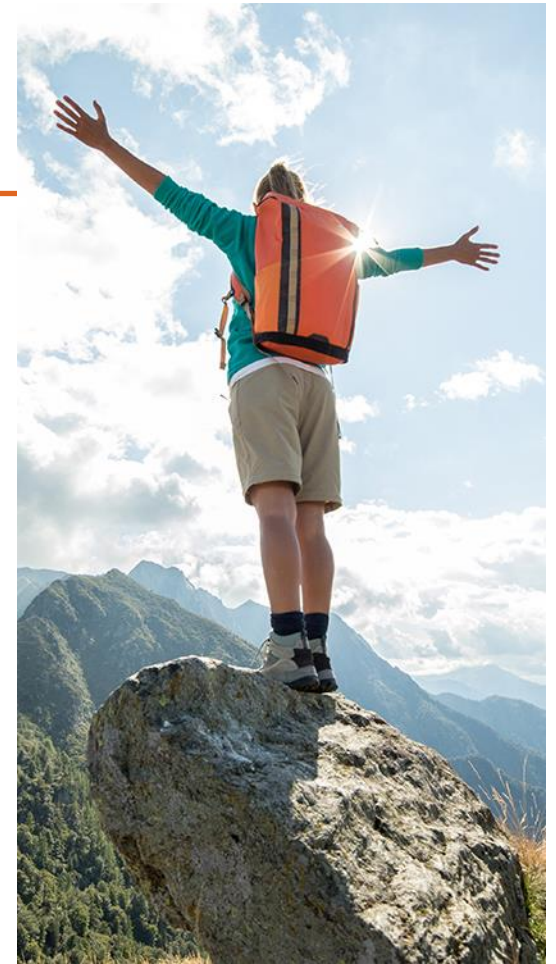
What hobbies do you have? What stress-reducing activities do you enjoy that:

- Are challenging but not overwhelming
- Allow you to become absorbed
- Develop mastery
- Are not otherwise important (not a livelihood, or caring for family members)



Remembering Past Successes

Instead of worrying about challenges we face, we can reflect on successes we have enjoyed in similar situations.



Discussion: Remembering Successes

How do you remember your successes?

- Photographs
- Trophies
- Awards
- Diplomas
- Certificates
- Portfolios
- Thankyous
- Keepsakes



Taking Breaks

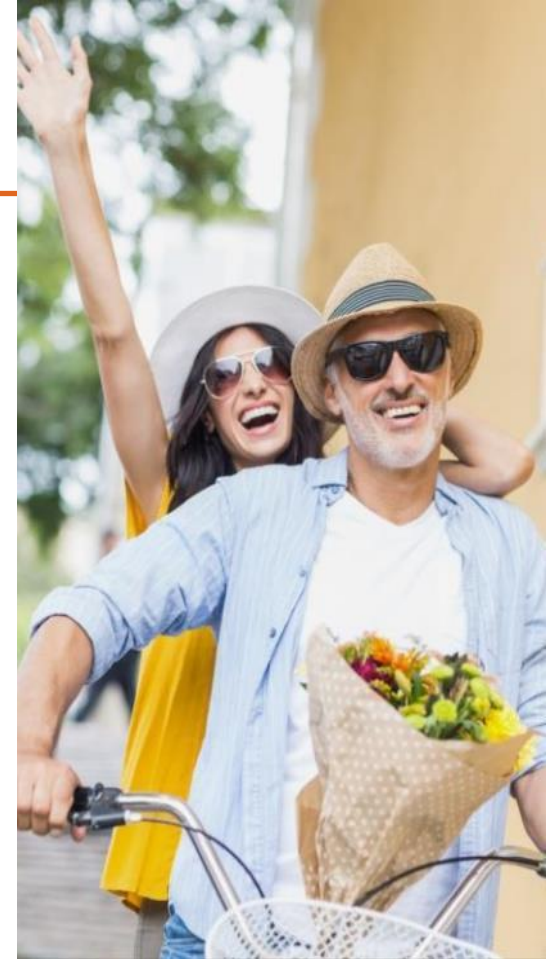
With even a small break we can renew our energy. We are not ignoring our stressors, we will be returning to them, but in a more effective frame-of-mind



Discussion: Taking Breaks

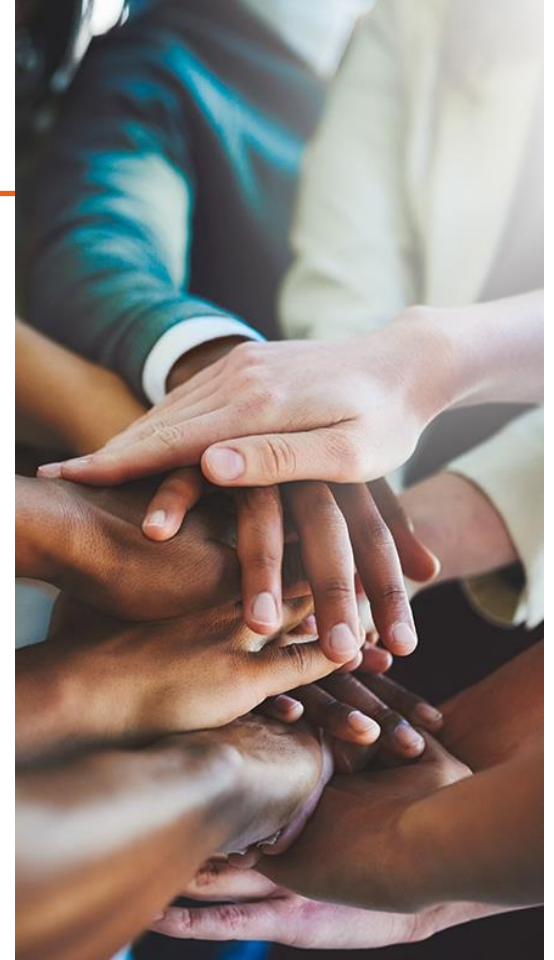
How do you take breaks?

- Coffee
- Walk
- Breathe
- Socialize
- Read
- Internet
- Snack



Summary

- Being Accountable
- Engaging In Hobbies
- Remembering Past Successes
- Taking Breaks



Thank You for Attending

Your single source for confidential support, expert information and valuable resources, when you need it the most.

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