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Strategies for Coping with Job Stress

- Start off your day with breakfast.
- Occasionally change your routine by meeting a friend or co-worker for breakfast.....allow time to relax and enjoy it.
- Avoid drinking coffee all day; drink water or herbal tea instead.
- Find some time during the day to meditate or listen to a relaxation tape.
- Organize your work—set priorities.
- Don't try to be perfect. Don't feel like you have to do everything.
- Don't try to do two or three or more things at a time.
- Reduce the noise level in your environment if possible.
- Speak up about petty annoyances while respecting other's feelings.
- Develop a co-worker support network.
- Don't take your job home with you or on breaks.
- Get 7-8 hours of sleep a night.
- Listen to relaxing music.
- Breathe deeply.
- Always take a lunch break [preferably not at your desk].
- Optimize your health with good nutrition.
- Get regular exercise.
- Develop with co-workers your own brand of happy hour, parties, birthday celebrations and other events that provide a break in the work routine.
- Look at unavoidable stress as an avenue for growth and change.
- Avoid people who are 'stress carriers.'
- Don't watch the 11pm news.
- Give yourself praise strokes.
- Develop a wide variety of resources for gratification in your life, whether it's family, friends, hobbies, interests, special weekends or vacations.
- Be assertive. Learn to express your needs and differences, to make requests, and to say 'no' constructively.
- Don't overlook the emotional resources available to you that are close at hand: co-workers, partner/spouse, family and friends.
- Don't be afraid to ask questions or to ask for help.
- Allow 15 extra minutes to get to appointments.
- Check your breathing throughout the day. Take lots of deep breaths when you feel stressed.
- Humor is a great coping strategy. Try to find something funny in the situation.
- Find ways to protect yourself....take a 'mental health day.'