

MANAGING STRESS IN THE WORKPLACE



What is Stress?

- Stress is a reaction to a basic threat and the basic threat is the perceived inability to cope.
- The reaction to stress is a unique personal experience, triggered by our unique personal perception of the world.
- The perception factor is that mysterious variable that can often make "one man's poison another man's pleasure".
- How we perceive life is so often determined by the way we perceive ourselves. Reality is not made for us, but by us.





Reaction to Stress

Men are disturbed not by the things that happen, but by their opinion of the things that happen.

Greek Philosopher
– Epictetus

The manner in which you choose to interpret, react to and handle a perceived stress can very often be far more damaging to you than the actual stress could ever be on its own.



TYPES OF STRESS

- Eustress – Positive
- Distress – Negative
 - commonly known as stress



Causes of Harmful Work Stress

- No formal stress-care awareness policy
- Inconsistent, poorly trained management
- Inconsistent management communication
- Poor management/colleague relationships
- Unhelpful approaches/attitudes to stress
- Unwritten objectives and unclear goals
- Feeling undervalued and unappreciated
- Insufficient employee consultation
- Unrealistic workloads/time schedules
- Poor time management/organization skills





MANAGING STRESS

Our goal is not to eliminate stress but to learn how to manage and use it to help us.



Seven-Step Anxiety Plan

- Step 1** Identify the anxiety.
- Step 2** Why do I worry? – Look behind the anxiety and you might find the real worry.
- Step 3** What are the benefits of worrying? - List all the benefits you can think of for worrying, and then list all the negatives.
- Step 4** 'The Universe only rewards action' - List all the possible actions you could administer to counteract your anxiety.
- Step 5** Appropriate actions abate worry.
- Step 6** Which of my actions is the most appropriate? - Develop a plan of priorities of tackling your problem.
- Step 7** What action can I be achieving, now? - Fear of the future can deny the power the present. Attending to your anxiety can only begin at one moment, and that moment is now.



Managing Stress

- Become aware of your stressors and your emotional and physical reactions.
- Recognize what you can change.
- Reduce the intensity of your emotional reactions to stress.
- Learn to moderate your physical reactions to stress.
- Build your physical reserves.
- Maintain your emotional reserves.
- Learn to Respond, Not React



Steps to Building a Positive Attitude

Step 1:

Change Focus, Look for the Positive

Step 2:

Make a Habit of Doing it Now

Step 3:

Develop an attitude of gratitude

Step 4:

Get into a continuous education program

Step 5:

Build positive self-esteem

Step 6:

Stay away from negative influences

Step 7:

Learn to like the things that need to be done

Step 8:

Start your day with a positive



Stress-Aggravating Foods

- Sugar
- Salt
- Fats
- Additives
- Caffeine
- Alcohol





Stress-Helpful Foods

- Vitamin A
- Brewers' Yeast
- Vitamin C
- Iron
- Zinc
- Iodine
- Calcium
- Ginseng
- Evening Primrose Oil
- Selenium
- Molasses
- Chlorella





Stress-Friendly Diet

- Eat fresh foods
- Eat regular meals
- Eat slowly
- Resist the temptation to overeat
- Eat a variety of foods
- The acid/alkaline balance
- Fluids
- Snacks
- Fiber



Tips on Handling Stress

- Work smarter, not harder.
- Carry reading material with you.
- Accept that time will be spent on activities outside your control.
- Don't dwell upon things not done.
- Record daily activities, achievements, goals, sources of delay, and time waste to realize hidden opportunities.
- Always maintain a short-task list.
- Continually ask yourself, "What is the best use of my time right now?"
- Be physically active to relieve tension.
- Make quick decisions.
- Carefully mix work & breaks.
- Have a positive attitude.
- Relax.



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