

# STRESS ***MANAGEMENT***

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# INTRODUCTION

“ In this difficult economy, many of us are finding it harder than ever to cope with stress in the workplace. Regardless of occupation, seniority, or salary level, we’re spending more and more of our work days feeling pressed and out of control, instead of alert and relaxed.

## INTRODUCTION

While some stress is a normal part of the workplace, excessive stress can interfere with your productivity and reduce your physical and emotional health. Finding ways to manage workplace stress is not about making huge changes to every aspect of your work life or rethinking career ambitions. Rather, stress management requires focus on the one thing that's always within your control: **you.**

# *Overview*

- ” • What is Stress
- ” • Effects
- ” • Dealing with Stress
- ” • Your Stress Management Plan

# ***What is Stress??***

**“ Our response to any situation we find challenging, frightening, or difficult.**

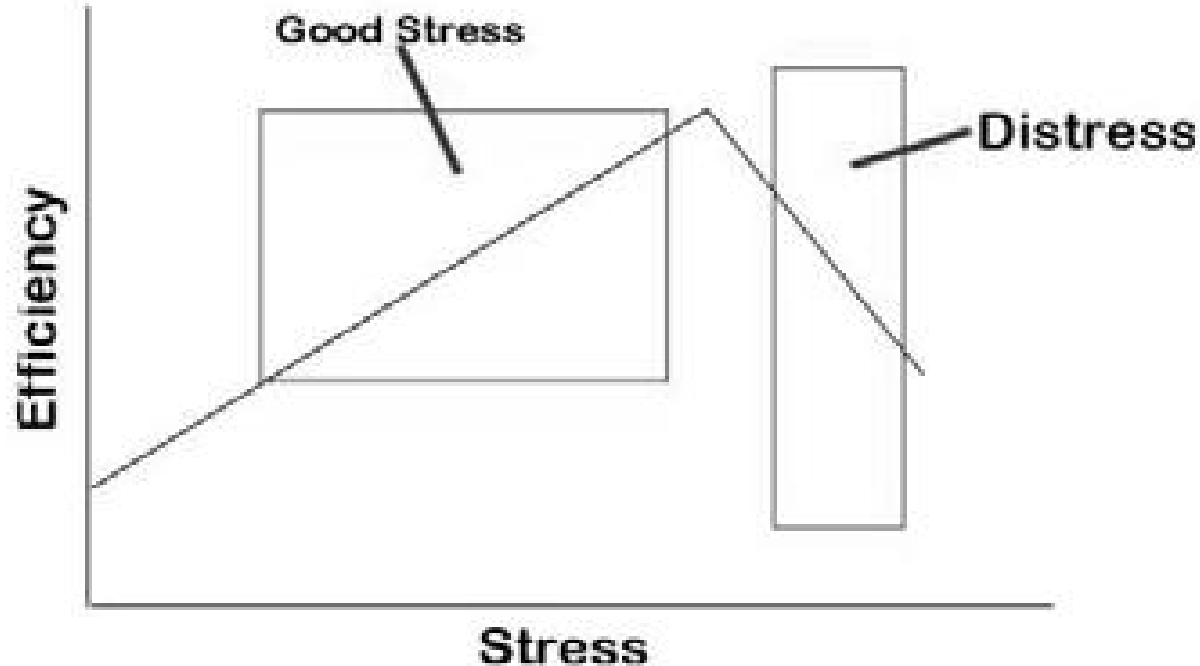
**A state of mental or emotional strain or tension resulting from adverse or very demanding circumstances**

# ***Stress***

- “ • Everyday fact of life
- “ • Stress can be good
- “ • Excessive stress can be harmful

# *Positive Stress Results*

- Enables concentration
- Increases performance
- Energizes you into motion



## **Negative Stress Results**

- “ • Loss of motivation
- “ • Reduces effectiveness
- “ • Physical, mental

## **Physical Stress Signs(Flight or fight)**

- “ • Increased breathing
- “ • Heart rate increase
- “ • Muscles tighten
- “ • Cold clammy hands
- “ • Hands shake, and behavioral problems



## **Long Term Physical Signs**

- ” • Immune system less efficient
- ” • GI tract disorders
- ” • Fatigue
- ” • Sleeplessness
- ” • Longer recovery from injury
- ” • Endocrine system problems
- ” CVS/skin/respiratory

## **Mental Stress Signs**

- ” • Anxiety
- ” • Forgetfulness
- ” • Depression/ may trigger underlying psychiatric disorders
- ” • Apathy
- ” • Confusion

## ***Behavioral Signs of Stress***

- Hostility
- Listlessness
- Irritability
- Under/over eating

## ***Signs of Job Stress***

- Resist going to work
- Tired all day
- Watch the clock
- Loss of concentration
- Not open to change
- Excessive absenteeism

# ***React or Deal with It?***

“ • Watch more TV

” • Over/under eat

” • Blame others

” • Smoke, drink, drug

use

” • Drive too fast/reckless

” • Withdraw

## ***How To Manage Stress***

- Identify your stressors-habits, attitudes, excuses
- Know how you react-stress journal
- Learn techniques to deal with stress
- Integrate stress management into your daily Life

## ***Mental Techniques***

- Time management
- Organize
- Problem solve

# ***Physical Techniques***

- “ • Deep breathing
- “ • Exercise:-Relieves stress and anxiety, alleviates depression, boosts mood, sharpens brainpower, improves self-esteem and energy gain.  
*Myths and Facts: duration and frequency, pain no gain, tiring and already tired, age, out of shape*
- “ • Meditation
- “ • Nutrition: *Diet plan closely tied to exercise*  
*NB. metabolic syndrome*
- “ • Rest:- sleep 7-8 hrs, sleep hygiene:-*Deep breathing.*  
*Progressive muscle relaxation, Visualizing a peaceful, restful place*
- “ • Laughter:

# ***Workplace Skills***

- Delegate
- Anticipate problems
- Be assertive
- Be decisive
- Organize
- Balance work and personal time

# Dealing with Stressful Situations: The Four A's

## **Change the situation:**

- . Avoid the stressor.
- . Alter the stressor.

## **Change your reaction:**

- . Adapt to the stressor.
- . Accept the stressor.

# **Stress management strategy #1: Avoid unnecessary stress**

- “Learn how to say “no”**
- “Avoid people who stress you out**
- “Take control of your environment**
- “Avoid hot-button topics-politics and religion-**
- “Pare down your to-do list –shoulds and musts**



# **Stress management strategy #2: Alter the situation**

**“Express your feelings instead of bottling them up.**

**“Be willing to compromise**

**“Be more assertive**

**“Manage your time better**

## **Stress management strategy #3: Adapt to the stressor**

- “Reframe problem**
- “Look at the big picture**
- “Adjust your standards**
- “Focus on the positive**

## **Stress management strategy #4: Accept the things you can't change**

**“Don't try to control the uncontrollable**

**“Look for the upside**

**“Share your feelings**

**“Learn to forgive**

## **Stress management strategy #5: Make time for fun and relaxation**

- . Go for a walk.
- . Spend time in nature.
- . Call a good friend.
- . Sweat out tension with a good workout.
- . Write in your journal.
- . Take a long bath.
- . Light scented candles
- . Savor a warm cup of coffee or tea.
- . Play with a pet.
- . Work in your garden.
- . Get a massage.
- . Curl up with a good book.
- . Listen to music.
- . Watch a comedy

## **Stress management strategy #6: Adopt a healthy lifestyle**

**“Exercise regularly**

**“Eat a healthy diet**

**“Reduce caffeine and sugar**

**“Avoid alcohol, cigarettes, and drugs**

# ***Stress Management Plan***

- “ • Identify Stressors
- “ • Determine your reactions
- “ • Techniques currently used
- “ • IF ALL ELSE FAILS MEDICAL INTERVENTIONS AVAILABLE

# *Summary*

- ” • Definition of Stress
- ” • Results of Stress
- ” • Stress Signs
- ” • How to Manage Stress
- ” • Stress Management Plan