

TWELVE WAYS TO MANAGE STRESS DURING THE WORKDAY

1. **Take two minutes in the morning to be quiet and relax. Look out the window; listen to a tape or the sound of birds.**
2. **While you are on the train or warming up your car, take a minute for a few deep breaths.**
3. **On your way to work, pay attention to where the tension is in your body. Is your stomach tight? Are you grinding your teeth? Are your fists clenched? Let go for a moment. Try to dissolve your tension. Tension will not help you accomplish your goals.**
4. **Put the radio on a relaxing station, or turn it off.**
5. **When stopped at a red light or in heavy traffic, take some deep breaths and let go of the tension in your body.**
6. **While working at your keyboard or desk, scan your body for tense areas. Breathe in relaxation and breathe out tension.**
7. **In the midst of your workday, plan relaxation activities for after work or weekends. Visualize yourself enjoying these activities.**
8. **Use your breaks constructively. Instead of having a cigarette, coffee, or junk food, take a brief walk, do some exercise, stretch, or just close your eyes.**
9. **Try new places to eat lunch. Perhaps find a quiet park. Change the routine of your workday.**
10. **At the end of the workday, congratulate yourself on whatever you have accomplished. Plan your next day, making a list of what you will do for both work and relaxation. While leaving work, notice if you are rushing. If you are, slow down.**
11. **Switch gears to be with your family. Take time to mellow out before getting into serious discussion with family members. If necessary, go to a gym before you come home.**
12. **When you get home, get out of your work clothes as soon as possible.**

For more Stress Management articles go to <http://wellnessproposals.com/wellness-library/stress-management/stress-management-handouts-2/>

From Your Employee Advisory Service

1-866-EAS-9133 [EAS Help@csc.nj.gov](mailto:EAS_Help@csc.nj.gov)

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