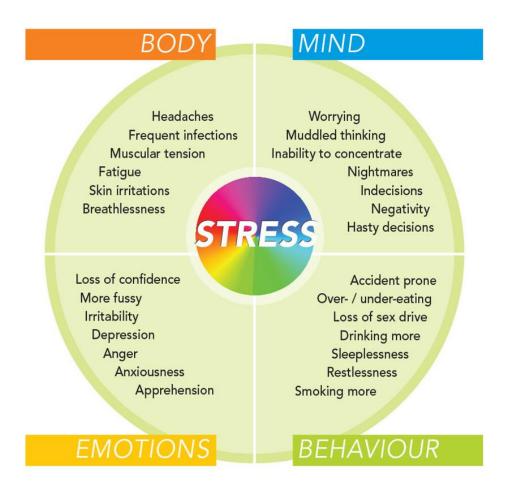


RECOVER • RECHARGE • RELAX



How Does Stress Affect Us?

The human body is designed to experience stress and react to it. Stress can be positive, keeping us alert, motivated, and ready to avoid danger. Stress becomes negative when a person faces continuous challenges without relief or relaxation between stressors. As a result, the person becomes overworked, and stress-related tension builds. The body's autonomic nervous system has a built-in stress response that causes physiological changes to allow the body to combat stressful situations. This stress response, also known as the "fight or flight response", is activated in case of an emergency. However, this response can become chronically activated during prolonged periods of stress. Prolonged activation of the stress response causes wear and tear on the body – both physical and emotional.

How to Manage Stress?

You can't always prevent stress, but there are lots of things you can do to manage stress better. You could:

- 1. Be active Exercise won't make your stress disappear, but it will reduce some of the emotional intensity that you're feeling, clearing your thoughts and letting you deal with your problems more calmly.
- 2. Take Control
- 3. Connect with People The activities we do with friends help us relax. We often have a good laugh with them, which is an excellent stress reliever.
- 4. Have some "me" time
- 5. Challenge Yourself Setting yourself goals and challenges, whether at work or outside, such as learning a new language or a new sport, helps build confidence. This will help you deal with stress.
- 6. Avoid unhealthy habits Don't rely on alcohol, smoking and caffeine as your ways of coping. You need to tackle the cause of your stress.
- 7. Helping Other People Can make you feel better
- 8. Work smarter, not harder Working smarter means prioritising your work, concentrating on the tasks that'll make a real difference.
- 9. Try to be positive Look for the positives in life, and things for which you're grateful.
- 10. Accept the things you can't change
- 11. Book yourself a massage, facial, reflexology session all of these things are great to help manage stress.

Easy time-management tips

If you never seem to have enough time, better time management may help you regain control of your days.

Whether it's in your job or your lifestyle as a whole; learning how to manage your time effectively can help you feel more relaxed, focused and in control.

- 1. Work out your goals
- 2. Make a list To-do lists are a good way to stay organised.
- 3. Have a lunch break taking at least 30 minutes away from your desk will help you to be more effective in the afternoon.
- 4. Prioritise important tasks

5. Practising the "4 Ds": Making a decision the first time you open an email is crucial for good time management.

<u>Delete</u>: you can probably delete half the emails you get immediately.

<u>Do</u>: if the email is urgent or can be completed quickly.

<u>Delegate</u>: if the email can be better dealt with by someone else.

<u>Defer</u>: set aside time later to spend on emails that will take longer to deal with.

Mindfulness & Relaxation

- try mindfulness studies have found mindfulness can help reduce stress and improve your mood
- download some relaxation and mindfulness apps on to your phone
- book in to one of our meditation/relaxation or yoga nidra classes

Breathing exercise for Stress

Why not download our Box Breathing Exercise Document – it is a great way to focus on your breathing and manage your stress levels.



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