

STRESS REDUCERS

- Try to get up 15 minutes earlier in the morning. The inevitable mishaps will be less stressful.
- Prepare for the next day the evening before. Have your backpack ready to go the night before.
- Don't rely on your memory. Write down important meeting times, due dates, when things need to be picked up, etc.
- Make duplicates of your keys. Have a hide-a-key for your car.
- Procrastination is stressful. Plan ahead, getting done the most important things first. If there are several small things you can get done at once then do them. If you can stay on task with getting things accomplished you will have more energy, concentration, and dedication to get everything completed that you want to do.
- If something is broken, get it fixed. Don't put up with something that doesn't work right, causing you more frustration and stress.
- Allow plenty of time to get to appointments, class, whatever your destination. Factor some extra time into your schedule.
- Be flexible. A contingency plan is always a good idea for the unexpected.
- Be assertive. If you have too much going on, know that you have the right to decline. Say NO in an appropriate manner. When we have too much on our plate we do not accomplish things in a timely manner and become anxious. Limiting your commitments will help you balance your schedule and the outcomes are more effective.
- Limit distractions when you are trying to accomplish a task. Unplug the phone, don't be in the TV room, avoid checking e-mail, etc.
- Take breaks when you will be working for long periods of time. Refreshing your mind and body will help you stay focused with the task at hand.
- Simplify, simplify, simplify! If it is out of your control, is it really worth getting upset or all worked up over? Not likely.
- Make a list of things you enjoy doing to relieve tension and stress. What helps you relax? Once you have this list make a commitment to yourself that you will do at least one thing per day that will fulfill your personal needs and help you relax.