

25 Ways to Reduce Job Stress

These strategies can help you reduce stress related to work. Try one, or try them all!

1. Eat a good breakfast.
2. Occasionally start the day by meeting a friend for breakfast.
3. Avoid drinking coffee. Try tea or water instead.
4. Organize your work. Focus on priorities.
5. Make lists.
6. Remember nobody's perfect, so don't try to be.
7. Do one thing at a time.
8. Leave work at work!
9. Reduce the noise level in your office. Rugs and drapes can help.
10. Close your door when you are extra busy.
11. Block off time to tackle a big job or a collection of smaller ones.
12. Create a pleasant work environment with pictures, scents or music.
13. Address concerns with others respectfully.
14. Develop co-worker support networks. Share workloads if possible.
15. When you go on break, leave work alone!
16. Take deep breaths.
17. Fake it 'til you make it. Smile even when you're grumpy.
18. Be intentional about taking a break during your lunch hour. Try a mindfulness exercise.
19. Optimize your health. Eat a healthy diet, exercise, and get good sleep.
20. Balance your work, recreation and rest. Readjust as needed.
21. Take time to unwind or celebrate with co-workers.
22. Diversify your life! Spend time with family and friends. Get a hobby. Plan mini getaways or vacations.
23. Change your job to meet your interests and skills.
24. Be assertive! Express differences, make requests and say "no" constructively.
25. Utilize support available to you such as your spouse, family, friends, coaches, mentors, co-workers, supervisors or EAP. TALK ABOUT IT!!!

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