

## Tips For Managing Stress

**Get Moving** – Take 15-20 minutes each day to walk, stretch or otherwise get some exercise.

**Relaxation / Breathing Breaks** – Whether at work or home, take brief breaks during stressful times to relax and gather yourself. Deep breathing exercises decrease stress and anxiety.

**Eliminate Interruptions** – Throughout the day, many people face interruptions from email, telephone calls, meetings, or conversations with coworkers. Do your best to eliminate or limit these interruptions, and you will be able to better stay on task and will have more time to complete responsibilities.

**Schedule Your Day to Be Productive** -Plan out your day ahead of time, and schedule in short breaks or downtime so that you do not have to go right from one appointment or task to another. Keeping extra time scheduled will also allow for some flexibility.

**Eat Right and Sleep Well** – Often we are most stressed when we are hungry or tired (or both). Be sure to eat regularly and nutritiously. Try to take time to eat relaxing meals and do not rely on eating on the run. Adults should have 7 hours+ of sleep per night. Allow time in your schedule for enough sleep.

**Take an Objective Approach** – When you are in conflict with someone else, try to take an objective view of the situation. Often we have a tendency to only see a situation from our own perspective. There may be other viewpoints we are not considering.

**Build Your Confidence** – Work on building your confidence both in and outside of the workplace. Instead of relying on the praise of others, you will be stronger and more independent. Focus on supporting yourself and your positive aspects. Don't let self-doubt bring you down.

**Prioritize Projects and Tasks** – Stay well organized, and prioritize your projects and tasks by importance and deadline. By prioritizing, you will ensure tasks are completed on time, even if there are delays or distractions.

**High 5 Mindfulness Technique:** Notice 5 things with your senses that you usually ignore – Enjoy details

**Reduce your Screen Time and READ!** Studies show that reading reduces stress significantly

### **FREE APPS (Android and iPhone compatible) for Stress Management**

**Insight Timer** – free meditation app

**Breathe2Relax** – Teaches breathing relaxation and mindfulness techniques

## Self-Regulation Tools to Manage Stress

### BODY SCAN

**Enhance the ability to bring your full attention to real-time experiences happening in this moment**

- Begin by closing your eyes or lower and half-close your eyes.
- Notice sounds that you hear. Notice pressure where your body has contact with the seat and floor.
- Intentionally breathe in and out. Focus on the breath for three breaths in and out.
- Scan body from feet to head. As you move through your body, notice sensations. Sensations might include buzzing, or tingling, pressure, tightness or temperature. There are no right answers.
- The main point is being curious and open to what you notice and any sensations you feel before shifting focus to another area.
- Each time your attention wanders, simply notice that this is happening, then gently and kindly direct your attention back to exploring sensations in the body. Over time you can train your mind to stay for longer periods.
- When you are ready to end, notice your surroundings and your heart rate pace. Check in with how you are feeling.

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### 4 COUNT BREATH

**Stimulates the rest and digest response which is the exact opposite of the fight, flight or freeze response. Can help to bring calm and focus.**

- Begin to notice your natural breath. Follow your inhaled and exhaled for a few breaths.
- Exhale completely. Slowly inhale as you silently count to 3. Hold your breath as you silently count to 3. Exhale as you silently count to 3. Pause with no breath for a silent count of 3.
- Repeat as many times as you like.
- When you are ready to end, notice your surroundings and your heart rate pace. Check in with how you are feeling.

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### FINGER COUNTING

**Use it anywhere! For example while waiting for the bus, in a boring meeting or to calm hot emotions.**

- Finger movement: Bring your pointer and thumb to touch on each hand. Move your thumbs to connect to the middle fingers of each hand. Then thumbs move to the ring fingers. Then thumbs moves to the pinky finger. Thumbs continue to move to ring fingers, middle fingers, and to pointer fingers.
- Every time you move your fingers, you can take a breath OR repeat a phrase/one word.
- Suggestions for words to use are: Courage, Strength, Love, Worthy, Strong, Resilient, Happy, Peaceful.
- Repeat as many times as you like or set a timer for a specific amount of time.
- When you are ready to end, notice your surroundings and your heart rate pace. Check in with how you are feeling.