



MOMENTUM
TRAINING SOLUTIONS



MANAGING STRESS IN THE WORKPLACE

What is Stress?

- Stress is a **reaction to a basic threat** and the basic threat is the **perceived inability to cope**.
- The reaction to stress is a **unique personal experience**, triggered by our **unique personal perception of the world**.
- The perception factor is that mysterious variable that can often make “**one man’s poison another man’s pleasure**”.
- How we perceive life is so often determined by the way we perceive ourselves. **Reality is not made for us, but by us**.

Reaction to Stress

Men are disturbed not by the things that happen, but by their opinion of the things that happen.

Greek Philosopher
– Epictetus

The manner in which you choose to interpret, react to and handle a perceived stress can very often be far more damaging to you than the actual stress could ever be on its own.

TYPES OF STRESS

- Eustress – Positive
- Distress – Negative
 - commonly known as stress



Causes of Harmful Work Stress

- No formal stress-care awareness policy
- Inconsistent, poorly trained management
- Inconsistent management communication
- Poor management/colleague relationships
- Unhelpful approaches/attitudes to stress
- Unwritten objectives and unclear goals
- Feeling undervalued and unappreciated
- Insufficient employee consultation
- Unrealistic workloads/time schedules
- Poor time management/organization skills

MANAGING STRESS

Our goal is not to eliminate stress but to learn how to manage and use it to help us.

Seven-Step Anxiety Plan

Step 1 Identify the anxiety

Step 2 Why do I worry? - Find the real worry

Step 3 What are the benefits of worrying? - List all the positives and negatives to this attitude

Step 4 'The Universe only rewards action' - List all the possible actions. Appropriate actions abate worry.

Step 5 Which of my actions is the most appropriate? - Develop a plan of priorities of tackling your problem.

Step 6 What action can I be achieving, now? - Fear of the future can deny the power the present.

Step 7 Attending to your anxiety needs to begin NOW.

Managing Stress

- Become aware of your stressors and your emotional and physical reactions.
- Recognize what you can change.
- Reduce the intensity of your emotional reactions to stress.
- Learn to moderate your physical reactions to stress.
- Build your physical reserves.
- Maintain your emotional reserves.
- Learn to Respond, Not React

Steps to Building a Positive Attitude

- Step 1:** Change Focus, Look for the Positive
- Step 2:** Make a Habit of Doing it Now
- Step 3:** Develop an attitude of gratitude
- Step 4:** Get into a continuous education program
- Step 5:** Build positive self-esteem
- Step 6:** Stay away from negative influences
- Step 7:** Learn to like the things that need to be done
- Step 8:** Start your day with a positive

Stress-Helpful Foods

Vitamin A

Brewers' Yeast

Vitamin C

Iron

Zinc

Potassium

Helps to prevent blood pressure. Corn, potatoes, avocados, fish, natural yogurt, chicken, and bananas have it in them.

Stress-Helpful Foods

These have been used by the Eastern Asian cultures for ages. Ayurveda in India has a holistic treatment approach which treats the body even before any illness appears. refined sugar.

Calcium

Ginseng

Carbohydrates

Selenium

Molasses

Herbal Supplements

Stress-Aggravating Foods

Caffeine



Sugar



Fats

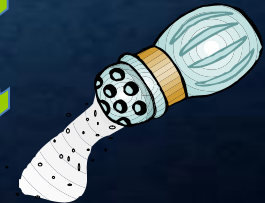


Additives

Alcohol



salt



Tips on Handling Stress

- Work smarter, not harder.
- Carry reading material with you.
- Don't dwell upon things not done.
- Record daily activities to realize hidden opportunities.
- Always maintain a short-task list.
- Continually ask yourself, "What is the best use of my time right now?"
- Be physically active to relieve tension.
- Make quick decisions.
- Carefully mix work & breaks.
- Have a positive attitude.
- Relax.

Contact Information

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