

## STRESS FACTS

### **The 5 most common warning signs of stress:**

1. **INEFFICIENCY** - The quality and quantity of your work goes down.
2. **WORK DISSATISFACTION** – Nothing about work ever seems right.
3. **FATIGUE** – You feel like you are always running on empty.
4. **SLEEP DISTURBANCES** – It becomes hard to fall asleep, and you often wake up in the night and think about work, home, personal problems, etc.
5. **ESCAPE ACTIVITIES** – You try to escape from your problems rather than deal with them, often by use of alcohol/drugs, food or sleep.

### **The 4 main causes of stress:**

1. **TIME PRESSURES** – The days never seem long enough to get everything done.
2. **INADEQUATE FEEDBACK ON PERFORMANCE** - You continually worry about how you are doing.
3. **UNREALISTIC EXPECTATIONS** – You want to be “number one” or perfect in everything you do, and you are often unwilling to accept less.
4. **LACK OF GOALS** – Without a specific direction you often waste valuable energy, and sometimes find yourself at a dead-end.

### **7 techniques for controlling stress:**

1. **TAKE A STRESS INVENTORY** – Make a specific list of everything that causes you stress and discuss your list with someone you trust and respect.
2. **CONTROL YOUR TIME** – Learn how to say “no”, how to set goals, and how to set boundaries.
3. **IMPROVE YOUR SELF-TALKS** – Make that little voice in your head work **FOR** you instead of **AGAINST** you.
4. **RE-EXAMINE YOUR EXPECTATIONS** – Accept the fact that some things about work and home **CAN'T** be changed and concentrate on the things you **CAN** change.
5. **BE MORE ASSERTIVE** – Improve your communications with friends and family.
6. **IMPROVE YOUR FITNESS AND DIET** – Keep your mind in shape by keeping your body in shape.
7. **EXPECT AND PREPARE FOR CHANGE** – Be flexible. View change as a challenge rather than a threat.

When something stresses you, ask yourself, “Will it matter five years from now?”

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