

Learn to Master **STRESS** So it Doesn't Become Your Master

DO

- ✓ Approach situations like a problem-solver, not a victim.
- ✓ Put matters in perspective; every problem isn't a crisis.
- ✓ Maintain self-confidence.
- ✓ Adopt a cooperative work style.
- ✓ Accept that no one is perfect.
- ✓ Forgive yourself (and others) for making mistakes.
- ✓ Set priorities and tackle tasks in an organized way.
- ✓ Find a constructive way to express anger or concerns.
- ✓ Exercise— walk, join a health club, take up a sport.
- ✓ Get enough rest.
- ✓ Laugh as often as possible.
- ✓ Get professional help if you're having trouble handling stress.

DON'T

- χ React to every problem as if it's a crisis.
- χ Take work-related problems or situations personally.
- χ Be a "control freak".
- χ Be afraid to make a mistake.
- χ Blow up at yourself or others.
- χ Try to assign blame.
- χ Expect the worst.
- χ Worry about the unknown future.
- χ Suffer in silence.
- χ Withdraw from potentially stressful situations or people.
- χ Use alcohol or other drugs to reduce stress.