

1 Dealing With Work Stress

Source: Business & Legal Reports 7-minute Safety Trainer

2 Goals

- Understand the causes and dangers of work stress.
- Use stress-reducing approaches and techniques.

3 Stress is a physical and emotional reaction to pressure, change, fear, or the unknown.

4 Physical Reactions Include:

- Release of adrenaline
- Muscle tension
- Increased heart rate and blood pressure
- Perspiration

5 Stress can be positive.

It energizes and focuses your body and mind to meet challenges.

6 Repeated or Constant Stress is Physically and Emotionally Harmful

- It can cause:
 - Increased heart attack risk, elevated blood pressure, and strain on the heart
 - Strong headaches
 - Exhaustion and susceptibility to illness
 - Depression
 - Panic or inability to cope with serious or, even, everyday situations

7 Many work situations can cause stress.

- New job responsibilities or work procedures
- Concern over job security
- Work overload and tight deadlines
- Difficult personal relationships
- Feeling you lack control over your job, future, etc.

8 Work stress can have stronger impact if combined with other sources of stress such as family, financial, health, or personal

problems.

- 9 **Learn to Reduce Negative Stress**
Even when you can't change a situation, you can change your reaction to it.
- 10 **Learn to Reduce Negative Stress**
 - Treat problems as situations to be corrected, not threats to your future.
 - Put things in perspective; every problem isn't a crisis.
 - Don't take everything personally; changes, criticisms, or difficulties reflect what's happening on the job, not a negative response to you as an individual.
- 11 **Learn to Reduce Negative Stress**
 - Don't try to control everything and everyone; it's impossible and adds to stress.
 - Accept that no one is perfect– not you, your boss, your co-workers. Everyone makes mistakes of action or judgment. Be forgiving of others and yourself.
 - Set priorities and tackle tasks in order to achieve a sense of accomplishment.
- 12 **Try to Reduce Negative Reactions to Stress**
 - You add to stress and accomplish nothing positive if you react to stress by:
 - Getting angry at yourself or others
 - Trying to place blame on yourself or others
 - Expecting the worst and worrying about the unknown
 - Suffering in silence and refusing to admit your anger or concerns.
 - Withdrawing from potentially stressful situations or people
 - Using alcohol or other drugs to reduce stress
- 13 **Try to Head Off and Work Off Stress**
 - Minimize small annoyances.
 - Develop a cooperative work style; give and get help.
 - Exercise. It clears the head, relaxes muscles, and helps the body fight negative stress.
 - Get enough rest. Your body needs a chance to recover from stress.
 - Laugh at situations, yourself, or a joke. It eases stress.
 - Get professional help if you fell overburdened by constant stress. You may learn techniques to help you deal with stress or avoid some of its causes.
- 14 **You can't eliminate stress from life. You can identify and try to minimize situations you find stressful and head off negative reactions.**