

Boost Your Day!

We all have days when we feel more stress than enthusiasm on the job. Some minor adjustments in your routine and work space can boost your energy level and reduce tension. Here are some ideas:

Lighten Up

And laugh together. Humor relieves the seriousness, tension, and monotony of many jobs.

Organize Your Work

Use a calendar system to chart activities and set priorities. This helps you stay focused and on schedule, which reduces stress.

Avoid Interruptions

They break your focus and momentum. Reduce them and save hours every week. If possible, escape to a quiet area for a while to work more efficiently.

Watch Your Posture

Slouching can restrict circulation and produce muscle tension. Stand or sit straight with your weight evenly distributed.

Pack Energizing Snacks

Good choices include nonfat yoghurt, juice, an apple, soy milk, green tea or a small handful of nuts.

Take a Breather

A little solitude at break time can heal the effects of stress and restore your energy.

Don't Fret the Small Stuff

Stress is not something that happens to you; it is your reaction to something - - a conflict, event, or situation. Learn to spot potentially stressful events, and before getting worked up, ask yourself, "Is this really worth being upset over?"