

## Stress Reduction Hit-list!

Keeping up with the demands of our life creates opportunity for stress to steal our happiness or prevent opportunities. A certain amount of stress just comes with the territory of progress, growth, and change. It helps us gain energy, improve concentration, and increase creativity. But when stress gets out of control, we need to take proactive measures to keep it in check.

Here is a quick checklist of things you can do to keep stress under control.

1. Choose the healthiest attitude in each situation.
2. Create a strong identity outside of work in each area of your life. (*Design and Action Planner*)
3. Identify the worst scenario and how you would handle it if it were to happen.
4. Recognize change as a natural part of life. (*Progress, Growth, and Change*)
5. Look at the Big Picture — keep things in perspective.
6. Listen to and read positive material on a regular basis.
7. Prioritize and stick to your list on a daily basis. (*Urgent, Important, Misc.*)
8. Make work stress stay at work.
9. Believe in your potential to overcome obstacles.
10. Trust in a Higher Power.
11. Have goals outside of work.
12. Use humor to relieve tension. See the funny side of life.
13. Practice fitness awareness. Be aware of your diet and exercise.
14. Remember the five D-s to time management – Design, Disregard, Diminish, Delegate, Do it!!! If it's Do It! — learn to enjoy it or at least except it— get over it and get on with it!