



# Relax! Slow Down!

## Practical hints for coping with stress in your life:

### Do you...

- Finish others' sentences before they do?
- Move, walk or eat rapidly?
- Prefer summaries instead of the whole document?
- Become easily angered in slow lines or slow traffic?
- Generally feel impatient?
- Find yourself unaware of details?
- Do two or more things simultaneously?
- Feel guilty if you relax or take vacations?
- Evaluate your worth quantitatively by using material things like your salary, athletic game scores or grades?
- Schedule more and more activities into less and less time?
- Think about other things while talking to someone?
- Exhibit nervous gestures?
- Continue to assume more and more responsibility?
- Accentuate "key" words in your normal speech when there is not a reason to do so?
- Work hurriedly even though the deadline is not pressing?

If you answered "yes" to ten or more of these questions, you may be more prone to stress.

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- **Look for causes.** Who or what is at the bottom of the stress?
- **Examine your relationships.** What can you do to put more warmth, more communication and more personal support into them?
- **Evaluate.** Not every argument is worth trying to win.
- **Seek advice.** Confide in a friend.
- **Do one thing at a time.** Concentrate on each job as it comes and use a priority system.
- **Learn to pace yourself.** Take time to meditate.
- **Analyze your stress occurrences.** How often do you get stressed?
- **Examine your sanity savers.** Review these coping techniques you have utilized and found successful in the past.

Find out what events please you and occasionally list the positive things in your life. Do not dwell on failures.

- **Avoid irrational goals/expectations.** Remember that not everyone must like you. You do not have to be perfect!
- **Learn to creatively utilize leisure activities.** Require a brisk walk, swim or other exercise. Exercise appears to reduce some peoples stress levels when regularly practiced.
- **Turn off worry.** When you face problems that have no immediate solutions, try to ignore them by immersing yourself in work, hobbies or other interests.
- **Not everything can be done perfectly.** Some days it is best to finish a task even though it is not perfect in order to move on to other problems.
- **Establish some personal time daily.** Give yourself a daily relaxation activity and stick to it.
- **Prioritize what needs to be done.** Make a list and cross off items when they are finished. Crossing off items gives a calming and satisfying outlook for most individuals.