

Helpful Tips for Stress Management at Work

Practice time-management. Make to-do lists. Prioritize your work. Eliminate items. Schedule time for each task. Remember to check with your employer or community college to see if they offer a time-management course.

Plan, prepare and procrastinate. Get started on major projects as early as possible. Set mini-deadlines for yourself. Anticipate problems and do what you can to prevent them.

Do it right — the first time. It takes much longer to re-do a project. Spend the extra time and save yourself the headache later.

Be realistic. Don't over-commit yourself by volunteering for projects or work you don't have time for.

Ask for help. If you're overwhelmed, ask a co-worker for help. Return the favor!

Communicate with your boss. Speak up — calmly and diplomatically — if you have too much on your plate. Your boss may not realize you're overextended.

Stay organized. Filing and clearing your desk may rank low on your priority list, but they can save you time in the long run and even prevent a crisis later.

Avoid toxic co-workers. Try to ignore their negativity and gossip.

Take breaks. A walk around the block or a few minutes of deep breathing can help clear your head and give you a new perspective.

Set boundaries. Try not to bring work home with you. Turn off your Blackberry or cell phone after hours. Your job should not be a 24/7 proposition.

Congratulate yourself (and others) on a job well done. Take a moment to celebrate your good work before moving on to the next project. Thank everyone who helped you.

Plan a vacation. You'll be rejuvenated and ready to work when you come back.

Take advantage of employer resources/benefits. Your workplace may offer an Employee Assistance Program (EAP), discounts to gyms or skill-building courses to make your job easier. Ask your HR representative or EAP counselor what's available to you.

Be healthy. Eat right, sleep, exercise regularly and avoid too much caffeine. Adhering to the basics will keep your body and mind in shape to handle challenging situations.

