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Foreword

While stress is part of any work related issues, excessive stress is not part of it. When you are stressed, you are not only a magnet to all types of sickness', you are also invoking liability and inefficiency. This is because, when you are physically and emotionally imbalanced, your ability to deal with things is less effective and your resistance to sickness is also low. Get all the info you need here.



Stress At Work

Your Guide To Less Stress On The Job

Chapter 1:

Stress At Work Basics

Synopsis

When you feel that you are overly stressed, make an effort to save yourself from total destruction and find ways to alleviate your current condition. It is your decision that can make things better for you. Why am I saying this? Because whether you like it or not, things will even get worst in the next few days.



The Basics

The question is, how are you going to eliminate stress at work? There are many ways to reduce stress and most of it uses a personal level of approach. Here are some useful guidelines.

Organize your task according to its importance and time frame. There are tasks that are very important but would give you enough time to work out. Therefore, it should be listed next to the urgent and important ones. Once you are done categorizing, create a plan with a timeline and make sure to include a BREAK TIME and a DAY OFF in it.

Do not use your break time to finish an incomplete task. Break time is intended for your mind and body to rest. This will allow you to rest your brain and nerves as well as your body from the stressed caused by too much work. Remember, you are responsible for keeping your physical and emotional health in good shape.

Do not ignore any sign of fatigue because it could lead into a more serious problem. If you feel that you are overly worn-out, take a rest. If you are feeling depressed, anxious and irritable, go ahead and rest. If you can't concentrate on what you are doing and you are losing interest on it, rest. If you are using alcohol and drugs to cope up with stress, stop and reflect. You have already reached the limit. Do not allow yourself to reach this far.

Strive to reduce your work stress by taking good care of yourself. You may start in restoring your physical and your emotional health. Once these two are addressed properly, it will be easier for you to take care of your other needs as you are more optimistic and stronger when you are feeling better inside and out.

Once you are more stable physically and emotionally, your next step to getting rid of work stress is by organizing and prioritizing things. Make an effort to organize things first and then you prioritize. Once you have done this you are more guided and you will regain control over things. This way you can well manage stress with self-control and confidence.



Chapter 2:

What Causes Stress At Work

Synopsis

Employees and company owners have their own share of stress at work. Employees have different levels of stress compared to business owners because they don't have much of major responsibilities like that of the owner of the company. Hence, we can't tell that only rank and file can experience stress because in the bigger picture, owners and managers too have their own struggles.



The Causes

Below are the most notable causes of stress at work that employees and managers must be aware of.

1. The main cause of stress is being overworked. Even the most outstanding employee will definitely feel pressured when bombarded with work with a very limited period of time. While this is irrational, it happens all the time.
2. On the contrary, there are also employees who will feel stressed when given fewer responsibilities, especially when what they see around them instances of termination and lay-offs. Apparently, they don't want to be caught doing nothing as they can be the next candidate for dismissal.
3. The threat of losing a job is one of the major causes of stress at work. With the state of our economy today, job security does not come in constant. Sometimes, lay-offs are done in greater part while hiring just ended.
4. Promotion is also one of the causes of stress at work. In most cases, employees normally get bored with their daily job and therefore they would want to experience more challenging work for greater compensation. However, getting into the next level can be stressful knowing that it is not only one person is aiming for

promotion but almost all of the employees who are as capable as the other in terms of work performance.

5. Another cause of stress at work is doing the wrong job. If you are working on something you do not know, will surely burn you out. Above all, if you are hesitant to ask help from someone you know who can help you with your dilemma because you don't want to be perceived as incompetent, you just doubled the stress.

6. Bad management can also be a serious work stress. If the head of the organization cannot lead his team, chances are subordinates will feel lost and aimless. This situation can leave the team wandering and stagnant.

7. Poor working atmosphere can also be a reason why employees get stressed. Of course no one is comfortable working with broken office equipment, insufficient lighting, noisy environments, uncomfortable furniture and more.

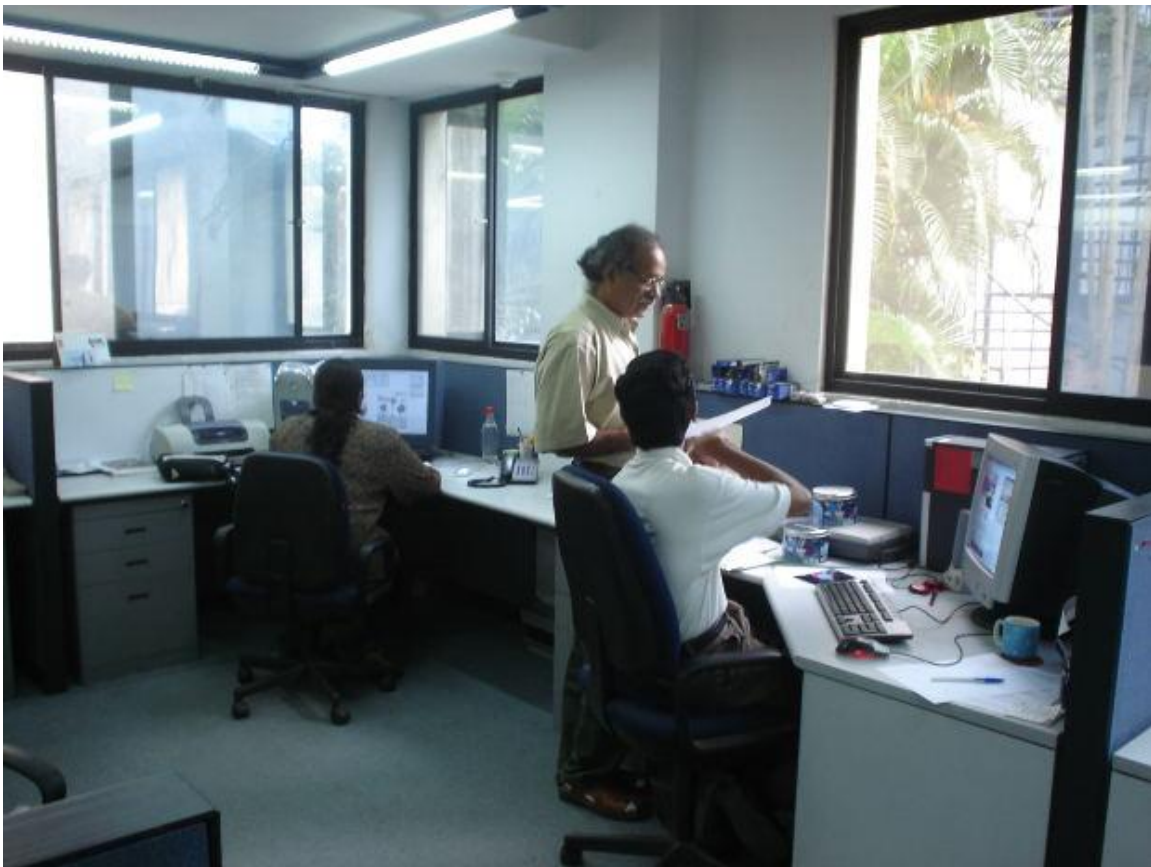
8. No proper support system can also be a source of employees stress. This is because, a lot of things happen inside the office and when things get worse; someone needs to stand in between to help them resolve the issue in proper procedure.

Chapter 3:

Learn To Delegate

Synopsis

Good and effective leaders know how to delegate. You can never be effective if you do all things by yourself. Stop playing God because that is hopeless. Accept the fact that no matter how brilliant and skillful you are, there is no way you can do everything all by yourself. When you delegate, it doesn't mean you are incapable of doing the job. It means you have the power to delegate because you are holding bigger responsibilities that you can't afford to lose.



Ease Your Load

Imagine how the Coca-Cola Company can accommodate the rising demand of people if there is only one person working on it and that is the big boss. How crazy is that? Of course, the owner will delegate responsibilities to his trusted members of the board and subordinates so that the demand for their products will be met.

In an employee's perspective, a manager is not considered as a regular employee, not because he is some sort of a special person but because he's job is to train employees and understand their needs to be able to know how to motivate them to do their job effectively. To do this, the manager needs to delegate responsibilities appropriately.

Talking about delegating responsibilities, it is imperative to use your proper judgment on things that can be delegated and the things that can't be assigned to someone else. For instance, you are working on a special project that requires your specialization. Common sense would tell you that delegating your responsibilities to someone who is not an expert in your field would spell FAILURE in all caps.

Also, try not to delegate only the "dirty jobs" all the time because it might create an impression that you are not giving importance to the capacity of your subordinates. Give them responsibilities that can stir up their interest and release their full potential every so often.

Having that in mind, delegate things that are best suited to each of your subordinate. You must consider their individual strengths and weaknesses as well as their dedication to deliver result. Once you are done with the assigning of task, make sure to deliver your instructions clearly using terms that can be understood by everyone.

Once your team is ready to start, make sure to regularly check their output to be able to measure their performance. Taking control over the project and monitoring it regularly will increase the success rate of your team. However, while you are monitoring, do not stop giving relevant coaching so that your team will feel more motivated to work and confident to do their jobs.



Chapter 4:

Bring Some Nature Into The Office

Synopsis

One way of reducing stress at work is by bringing in some mark of nature in the office. Seeing one single sign of life can change your mood and your perspective towards stressful things.



Brighten Things Up

Studies show that putting potted plants inside your office can help reduce the toxins in the air, lower down fatigue and decrease the occurrence of illnesses. Therefore, instances of sick leaves are reduced dramatically per month.

In addition to that, plants will not only add color to the boring sight of your office, it can also help increase productivity as workers are less stressed and healthy. Plants can literally reduce toxins in the body caused by radiation from computers, mobile phones and other devices that emit radiation. More than that, here are some of the benefits of putting some plants into your office.

1. It helps in equalizing detrimental effects of computers.
2. It absorbs air pollutants which can result to a cleaner and unpolluted office.
3. It eliminates bad odor.
4. It gives out more oxygen for the body to function properly and the mind to think more clearly.
5. It can promote good feeling and serene thoughts.

On the other hand, adding plants to your office is not enough. You also need to plan out for its proper arrangement. No matter how you would like to bring in nature in your office, always remember that it is supposed to serve its purpose and not the other way around.

Chapter 5:

Make Sure To Take Breaks

Synopsis

Even machines need some break time to function properly. Research shows that employees who are not taking their breaks are likely to develop serious illnesses which can cost them their lifetime savings. This is definitely not good considering that we all work to live, not to live for work.



Do Not Over Work Yourself

In usual scenarios, employees would rather go on straight work rather than taking their break time to be able to meet deadlines and avoid work overloads. Most employees nowadays can multitask, not because they want to but because they are forced to do so. In some companies, employees are forced to work during break time to cover all the work that needs done because the company is under staffed.

What the heads of the company do not realize is that by doing that to their employees they are pushing them to overwork which will eventually result in unproductiveness caused by stress and illnesses. In this condition, it is apparent that the company is not gaining out of this situation. Instead they are losing because the productivity of employees is less compared to the expenses incurred for the medical bills on top of the paid sick leaves.

As an employee, it is your responsibility to take care of your health. No matter how hectic your schedule is, take your breaks and rest. It is best to schedule a bio break per hour in order to breathe fresh air and walk around in the office shortly before you start working again.

You may also do some stretches to eliminate back pain and cramps. Here are few different stretches that you can apply during your break time.

1. Slowly incline your head from one side to the other.
2. Move your hips in a circular motion. Do the same with your shoulders.
3. Lift one leg for about 10 seconds while your other leg is standing straight. Do the same thing with your other leg.
4. Stretch your arms for few seconds and rotate your palms.
5. Make any movements that can release your tension in few seconds and let your body feel the pleasure.



Chapter 6:

Learn How To Block Out Stressful Noise

Synopsis

Stress can be like a cloth that we wear every day if we will not do something to avoid it. No one in this crazy world can escape the hazards of stress, but everyone can avoid it one way or the other. Learn how to block out stressful noise in your daily life and choose to be more positive!



Tune It Out

True enough that when we talk about causes of stress, we can identify a lot like work overload , low salary, extended hours of work, family problems, romantic issues, infuriating traffic, high flying bills, never ending due dates, annoying workmates, gossiping neighbors, stubborn kids, depreciating bank accounts, rising mortgage interest and a whole lot more.

You can minimize these stressful instances in your daily life if you know how to manage stress effectively. The key is to never let small responsibilities left unattended. You have to understand that small things when left unnoticed will pile up until such time that you can no longer bear the bulk of stress.

Try to develop a habit of avoiding procrastination. Do even the simplest and the smallest task you have in schedule and you would notice that life is a lot easier that way. There is no need to hire an expert to help you cope up with your stress because they might just add up to your burden knowing that they may charge you higher than what you are earning. After all, if you really had to go through such pressure in life you will still learn something out of it that can make you even wiser.

Chapter 7:

Make Sure To Declutter Your Surroundings

Synopsis

A lot of people, due to the desire of having a clean and peaceful workplace try the process of decluttering but they fail most of the time. In order to do this, you have to first decide and know the basics about the simplicity and benefits of a uncluttered workplace. You may start by taking small important steps at a time because nothing much can be achieved when you rush things. Here are few effective steps to begin.



Keep It Clean

Assign a space for incoming papers. Sometimes, we lost important documents because after it is endorsed and handed to us, we automatically leave it somewhere where we last place it. Do not place important documents or any other received documents above someone else's desk or in your car. Develop a habit of putting things on its proper places.

Create a clutter-free zone and make it known to many so that they will respect your rule. Discipline yourself to keep this area clutter free and clean at all times. You have to understand though that you are not the only person in the office, thus you can expect that not everyone will respect your rules. Even so, so long as they see your clutter-free zone really clean, they will adapt to it eventually and becomes more cautious in following your rules. Once you are successful with small clutter-free space, expand your limit until you will be able to manage your entire office.

You must plan for a decluttering schedule even once a week and make sure to stick with it. When the time comes that you need to declutter, be ready to discipline yourself as it does not follow that you are always enthusiastic about this idea. The good thing about it is that this will become your routine and sooner or later you will get used to this constructive activity.

Assign a box for stuffs that you can't let go but you can't use either. These stuffs can be gifts that you don't need but you chose to keep because of its sentimental value. Put these stuffs altogether in a box and store the box somewhere away from your site but should be sheltered to make sure they will not get damaged.

Give the stuffs that you no longer use to the charity. Apparently, there will be few stuff that you gathered out of your organizing activity and therefore you've got something to donate. Put these stuffs in a box and deliver it to your chosen charitable foundation.



Chapter 8:

Prioritize Projects

Synopsis

At work, you can expect to handle a few different projects at a time. Therefore, in order to not overlook a thing you need to prioritize. The thing is, one project is as important as the other. How are you going to prioritize then? Don't get overwhelmed by this situation, understand that while everything you work for is equally important, I am sure that they will not be due on the same date. Below are the steps that you can follow to learn how to prioritize projects.



Get It In Order

Since this chapter is all about prioritizing projects, your first step should be listing down all your priorities. When you're done with your list, rank them according to its level of importance. This should be done with precise date of deadlines so that you can be sure that you will beat the cutoff date. Also, make sure to update your list and to do's to check your progress.

By doing this, you will become aware of your finish and unfinished tasks and thus you can act accordingly. What is good about prioritizing is that it will not only help you organize your thoughts and your actions, it will also inspire and motivate you to continue especially when you see great progress since you started working on a project.

Now let's go to the details of creating your priority list. In order for you to be guided in your undertakings you have to have goals to target. How are you going to do this? You must place specific schedule in every specific task that you listed. This will help you remember even the smallest details of your project. The key is, put even the slightest detail about your project in your list so that everything will be covered.

Lastly, be sure to do even the simplest tasks because when you neglect small things it will pile up and will eventually become a cause of delay and panic when deadline is nearing.

Chapter 9:

Stress Relief Exercises You Can Do At Work

Synopsis

Stress at work is unavoidable. This is because you will be working with different types of people and different types of project. Some of the work can be new to you and the worst thing that could happen is that, you don't have a team or someone to support you because they too have their own share of undesirable workloads.



Ways To Relax

If this is happening to you right now, be sure to deal with it accordingly to save yourself from too much stress and a breakdown. There are so many ways to alleviate stress at work and one of which can be performed right away during office hours. I am talking about desk exercises that can help you ease stress in a daily basis. Here is the list.

1. Get a good back stretch. If you are sitting in the office for several hours already, take time to side bend your back as it is a good mid-day stretch. To do this, position yourself at the brink of your office chair and stretch your arms right above your head then interlock your fingers. Lean your body to one side then hold before you do the same on the other side.
2. Stretch your neck by tilting your head frontward and feel the neck stretched by holding the position for a time until you feel relieved. Do this in different direction as you desire.
3. Do an upper back stretch. Do this by sitting straight with one arm placed through your body and your other hand holding your arm right between your elbow and shoulder. Pull your arms across and maintain this position for few minutes. Repeat as desired.
4. Stretch your leg. Do this using a desk to get a good balance. Stand in front of your desk and bend one leg before you pull the other

leg towards the buttocks and feel your leg stretched. Hold the position for a few moment and repeat as desired.

5. Do hips and thigh stretching. Use your desk to keep a good balance as you need to pull your leg upward and downward. Stand in front of the desk and stretch your leg backward before you gradually raise your leg higher and hold then lower. Do this on both legs for few more times.



The Positives

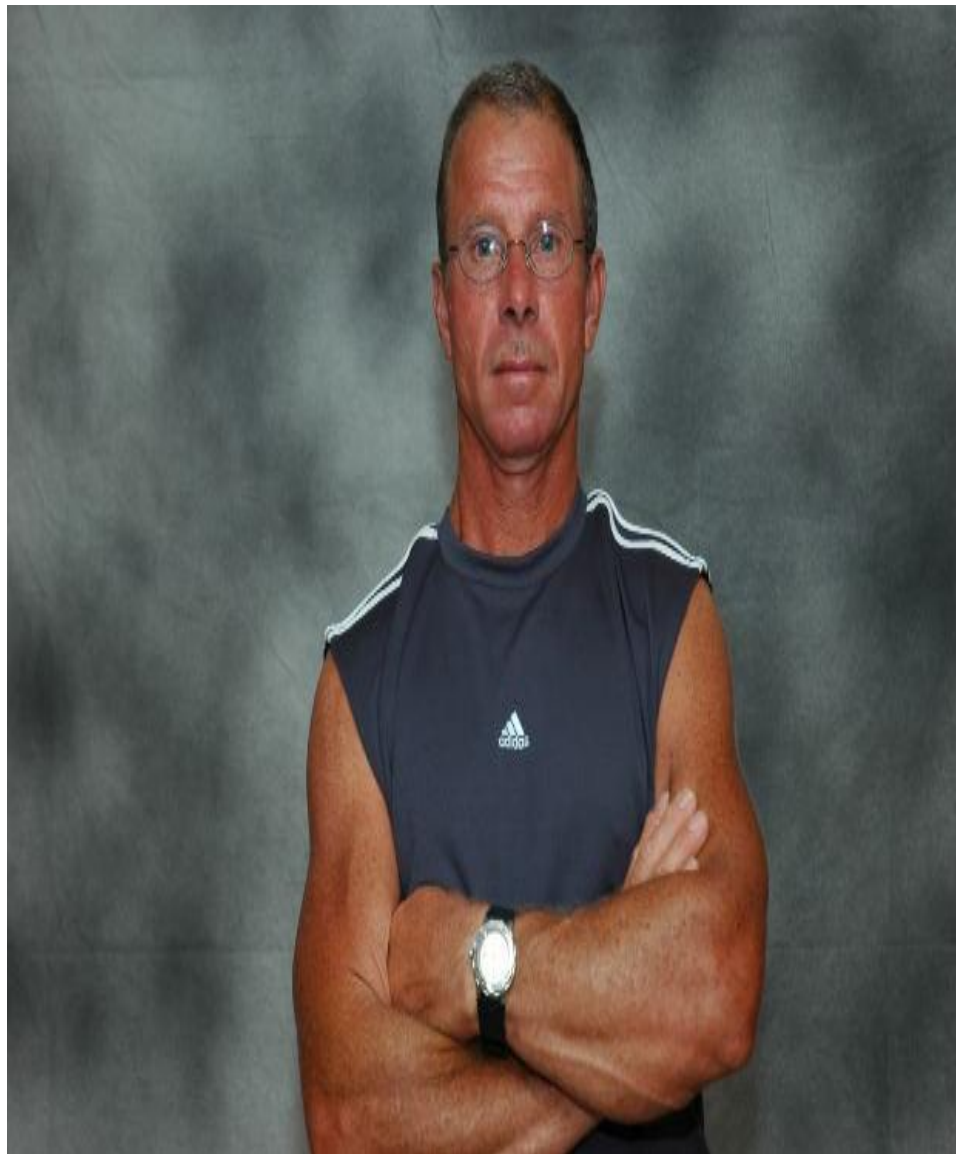
You can tell that someone is feeling stressed when they are always anxious, depressed, at low performance levels, always feels fatigued and gets sick often. If you are experiencing such symptoms or know someone who is showing some indications of stress, do not ignore it because if you do it is very likely that you or that certain person who are suffering from too much stress will breakdown sooner or later.

There are many effective ways however to fight stress. To name a few, let's start with the self-help approach. First, think and list down all that are making you feel stressed. If you think that you can handle it alone, make a progressive plan that can help you take the appropriate action to gradually wipe out each reason that causes you stress.

On the other hand, if you feel that you can't do it alone, do not hesitate to ask for someone else's cooperation and talk about your concerns so that you will be advised appropriately. While you are troubleshooting the technicalities do not forget to take care of your health. Exercise so often to help your body cope up with stress and never underestimate the power of good and adequate sleep.

There are many benefits if you cut down work related stress in your daily life. First, it reduces poor physical and mental ability,

thus you are quick to respond to any tasks. Second, it reduces instances of illness and sick leaves, thus giving yourself and your employer an advantage. Third, it increases productivity at work which will result to superior satisfaction. Fourth, it increases your edge for promotion as you are more committed to your work and responsibilities. Fifth, it decreases employer's expenses due to medical bills and it will also improve the employee's entire wellbeing.



Wrapping Up

The world can be quite a stressful environment, especially in the work place. That is why it is important to know the signs of being over worked and stressed so that you will be able to put a stop to it. No matter how many tasks you have to have completed or no matter how busy you are, if you apply some of the above techniques you are sure to lower your stress levels and live a happier life. No one wants to constantly be stressed out so use this advice to change your life today!

