

# Tips for Managing Stress

- Identify what's making you feel stressed, and then focus on what you can control. While some things might be out of your control, it can be emotionally uplifting when you take action to fix something that you *can* control.
- If your company offers an employee assistance program (EAP), use it. It's free and confidential. An EAP counselor can help you cope with stress and can direct you to resources for managing financial, legal and many other issues.
- Talk to your boss about issues such as workload. Explain that you want to do a good job. Set priorities and establish goals that are fair and achievable.
- Talk to your friends and family about what you're feeling. There's no shame in admitting that you feel overwhelmed or stressed. Sometimes just having a conversation with someone you trust can take a huge weight off your shoulders.
- Slow down and simplify your life. You can't do everything, so allow yourself to say "no" sometimes. Don't over-extend yourself.
- Get some exercise. Not only is it good for your body, it's a great way to maintain energy and reduce stress.
- Don't get caught up in "gloom and doom" discussions around the water cooler. Focus on what's positive in your life.
- Take care of yourself. Be sure to take time out to do the things you like to do, whether that's shopping, taking a walk in the woods or going to a movie.

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*it's time to feel better*