



STRESS BUSTERS - TWENTY-FOUR TOP TIPS

This is not an Arcanum of success strategies. It is two-dozen simple ways to you becoming a less-stressed individual.

1. Identify the difference between pressure and stress
2. Complete a 'distress' audit
3. Learn to say "no" to jobs that put you under pressure
4. Make a list of tasks you have 'to do' each day and set priorities
5. Create a 'Stop!' list alongside your 'To do list!'
6. Do not leave a task till the last minute...Do it now!
7. Do not put it down ...put it away!
8. Review any addictive behaviours especially alcohol and cigarettes
9. If you are finding yourself reaching *again* for the biscuit barrel, or glass of wine... Take a long deep breath! Physically stop yourself!
10. Set yourself realistic targets and goals – do not try to be super human – and at the same time have a *huge* long term goal to stretch you and keep your spirits charged! Aim high and dream big!
11. Learn to distinguish what's worth worrying about... and what's not
12. Keep in touch with your favourite friends – select a few special people and keep in touch with them regularly
13. Talk through your challenges with someone you trust and respect rather than bottling up your feelings – consider a coaching session
14. Look back on the challenges of the day and realise how silly it was to get upset.
15. Take time off from pressures and responsibilities to do something totally for YOU!
16. Find a new hobby or spend more time doing one you already and Enjoy! Create quality time for *you* and your loved ones.
17. Do one thing at a time – one grain of rice at a time/ one job at a time/ how do we eat an elephant? ...
18. One bite at a time...especially when you are eating – eat slowly and savour your food
19. Keep active – exercise is a great way of letting off steam/pressure
20. Live in the *present!* Forget any anxieties for the past or future
21. Try to pamper yourself – have a beauty or body treatment such as Indian head massage, reflexology or just long relaxing 'tub-time'
22. Laugh! Smile! Have fun! Elect to be a less stressed!
23. Join a relaxation class such yoga and reduce tension by exercise and meditation
24. Learn to unwind through deep breathing...Relax all the muscles in your body by tensing then, and then relax...

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