

STRESS MANAGEMENT HANDOUT

- The National Institute for Occupational Safety and Health (NIOSH) reports stress related disorders as becoming the most prevalent reason for worker disability.
- Job Stress is estimated to cost American industry 200 to 300 billion dollars annually by absenteeism, diminished productivity, employee turnover, accidents, direct medical, legal, and insurance fees, worker's compensation awards, etc.
- The US Bureau of Labor cites "neurotic reaction to stress" as the 4th leading cause of disabling workplace injuries.
- 75 % of American workers indicate that they feel stress on the job.



CAUSES OF WORK-RELATED STRESS

BASIC ISSUE	SYMPTOM or COMPLAINT
Lack of Control	<ul style="list-style-type: none"> * Undefined job responsibilities * No input in policy or office changes * Overworked * Not having adequate resources to do job * Elections, who will be my boss
Lack of Recognition or Feedback	<ul style="list-style-type: none"> * No method for fair or consistent performance evaluation * No reward or incentive for work well done * Employees feel taken for granted
Uncertainty about Future	<ul style="list-style-type: none"> * Concerns about job security * Conflicting messages from management * Too many supervisors * Unexplained changes in workplace (layoffs, reorganization, political changes, budget cuts, etc.)
Boredom	<ul style="list-style-type: none"> * Skills are under-utilized, lack of priorities, sloppy work

COMMON STRESS SYMPTOMS

- Sweating
- Pounding pulse
- Constant worry
- Anxiety
- Insomnia
- Loss of appetite
- Chronic fatigue
- Sexual dysfunction
- Cynicism, negativity, and irritability
- Feelings of helplessness
- Indigestion
- Ulcers/diarrhea
- Headaches
- Muscle aches
- High blood pressure/heart attacks/strokes
- Chronic illnesses (flu, colds, etc.)
- Hives

STRESS REDUCTION TECHNIQUES

Be Realistic: Don't take on everything; learn to say no. Set realistic goals for yourself.

Meditate: It only takes about 10-20 minutes to get a benefit from meditating. These few moments of quiet reflection will reduce stress and increase your tolerance to it.



Visualize: Take a moment to picture how you can manage a stressful situation more calmly and successfully.

Take One Thing at a Time: When you start to feel overwhelmed, try taking one task at a time. Make a list of things you need to accomplish; the most urgent task should be at the top. Once accomplished, cross it off and move to the next.

Exercise: Regular exercise is a great way to reduce stress, and it benefits the body and mind. Just 20-30 minutes activity a day can do the trick.

Hobbies: Take a break from the stressors of life and do something you really enjoy.

Healthy Lifestyles: Eating healthy will make a difference. Avoiding things like smoking, excessive alcohol, and unhealthy foods will help. A well balanced lifestyle is essential for a healthy lifestyle.

Share Your Feelings: Talking about things can help you feel better. A conversation with a friend or family member can help you relax.

Give in Occasionally: You don't always have to be right. Be flexible. Be willing to compromise. If you're right, stand your ground, but be calm and rational.

Go Easy with Criticism: When you expect too much from yourself or others, you may end up feeling frustrated, let down, and disappointed. Remember that each person is unique and everyone, including yourself, has shortcomings.

Employee Assistance Program (EAP): If the county has an EAP, take advantage and use it. Don't let stress affect your health and wellness.