



Help for Reducing Work Stress

We've all had workdays where we're so stressed out that we wish we could just get up and clock-out for the remainder of the day (or maybe even permanently!). Unfortunately, this isn't an option for most, so it's important to find other solutions (that won't get you fired) to help relieve some of the stress related to your job.

Get Enough Sleep (at home)

While it isn't recommended that you start sneaking in naps at your office, it is recommended that you get eight hours (or more) of sleep each night. This will not only help your mind and body to deal with stress better, but it will also help to increase your energy levels and your ability to concentrate on work-related issues.

Get to Work Early

Getting to work a few minutes early each day will help you to avoid feeling rushed and hurried, which can bleed over into the rest of your work day.

Get Organized

Each morning, make a schedule of what you need to accomplish that day. Leave a little space in between appointments or meetings in case something unexpected comes up. Knowing what you're doing for the day can help relieve stress. Also, be sure that your desk and workspace are organized. A cluttered work area can make for a cluttered mind, causing you more stress!

Deep Breathing

Before you begin your workday, take a few minutes to take some deep breaths and envision your day being successful and productive. Also, when you feel stress coming on, deeply inhale and exhale through your nose, helping to clear your mind, and to relax your body.

Yoga

Depending on your workspace, it's not likely that you'll be doing any Downward Dog poses, but there are several yoga stretches that you can do while standing right by your desk, or even sitting *at* your desk. Yoga experts suggest stretches such as the side neck stretch (where you sit tall in



your chair and while taking deep, slow breaths, tilt your head so that your right ear touches your right shoulder, and after holding for several breaths, repeating on the left side); or shoulder lifts (where you sit tall in your chair and while deeply inhaling, lift shoulders as high as possible, shortening the distance between your shoulder and ear, and after several deep breaths letting the shoulders slowly drop down).

Post a Note

Write down positive and motivating thoughts or quotes down on sticky-notes and put them around your office to help you to get through your day.

Take a Break

Sometimes just getting away from your workspace for as little as five minutes can help to improve your mental state. Use this time to take a walk outside, get a drink, or something else that isn't work-related and gets you away from your desk.

Listen to Some Music

Some offices or companies have strict policies against iPods or listening to music at your computer. However, if it's acceptable at your place of **employment**, uplifting music can do wonders to help to reduce stress.

Get a Work Buddy

Having someone at work you can talk to can help to relieve stress. But avoid talking negatively about others, which will bring negativity into your day.

Look for the Light at the End of the Tunnel

If all else fails, just keep telling yourself that work is only part of your life. Focus on the positive things that you have going for you outside of work. Think of those who love you, or things or people who you love.