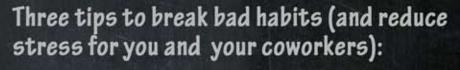


TIP OF THE DAY: MANAGING JOB STRESS {SO IT DOESN'T MANAGE YOU}

Three tips to managing work stress:

- 1. Be aware of your emotions. They influence your thoughts and actions, so pay attention to your feelings and factor them into your decisions at
- 2. Body language matters. Your eye contact, facial expressions, tone of voice, posture and gestures can either produce a sense of trust and connection with coworkers or they can generate confusion and stress. Learn to read and respond to the nonverbal cues of others at work.
- 3. Meet challenges with humour.



- 1. Don't try to be perfect. Instead, set realistic goals and aim to do your best.
- 2. Clean up your act. If you're always running late, set your clocks ahead to give yourself extra time. If your desk is a mess, file and throw away clutter. Plan and stick to a daily schedule to stay organized.
- 3. Flip your negative thinking. If you see the downside of every situation, you drain yourself — and others — of energy and motivation. Think positively about your work, avoid negative thinking of coworkers and pat yourself on the back for your accomplishments, even if no one else does.