



Stress can interfere with your productivity and affect your physical and emotional health. Managing workplace stress isn't about rethinking career ambitions, but rather about focusing on the one thing that's always within your control: **YOU**. But how?

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 work.
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.**

Three tips to break bad habits (and reduce stress for you and your coworkers):

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.

Source: helpguide.org/mental/work_stress_management.htm