



Leave Your Stress @ Work!



LET'S TAKE A QUICK LOOK AT WHAT MIGHT BE CAUSING STRESS AT WORK:

- Short-staffed:** _____
- Budget issues:** _____
- Personalities (mine and theirs!!):** _____
- Other:** _____

NOW LET'S LOOK DEEPER:

1. Is there something going on _____ that is compounding my stress about this issue?
2. Are there hidden _____ that might be contributing to my stress?

3 IMPORTANT QUESTIONS:

1. Can I _____ this situation?
2. Can I _____ this situation?
3. Can I change _____ to this situation?

TIPS & TECHNIQUES TO LESSEN IT... THEN LEAVE IT!

Before work:

1. Get some _____.
2. _____ or engage in some other form of relaxation.
3. Know _____. How much of your stress is _____?
4. _____. Sometimes things could be worse!

During work:

1. Reduce the _____.
2. Keep your _____ personal.
3. Take a _____.
4. _____.
5. Take out the “_____” ~ _____.

After work:

1. Visualize “_____” leaving your stress at work.
2. ...or develop your own little _____ of actually doing just that!
3. Heading out the door, _____, even if you have to “fake it till you make it!”
4. Keep a comforting _____ in your car for your commute home.
5. Make your commute home a _____ experience.
6. Get a _____.
7. Make sure you have some real _____ and _____ it.
8. _____ . Period.
9. Change _____ !
10. Spend your _____ wisely.
11. Leave your work _____.
12. Give yourself something to _____.
13. Before you get home, do you need a “_____?”
14. Post a _____ at the entry to your home.

Additional tips...

1. _____ the committee.
2. You must, must, must create _____.
3. _____ free time.
4. Strive to _____.
5. Don't _____.
6. _____ your thoughts.

WHAT CAN I DO DIFFERENTLY TO LEAVE MY STRESS AT WORK?

Before: _____

During: _____

After: _____

Other tips I *will* use: _____

REMEMBER TO ASK 3 IMPORTANT QUESTIONS:

1. Can I **change** this situation?
2. Can I **leave** this situation?
3. Can I **change my response** to this situation?