# **10 Ways to Relieve Stress**

We can't avoid stress in our day-to-day lives, but we can learn to control it.

These tools will help you control your stress.

### TOOL #I: Stand up and STRETCH!

Taking a minute to stand up and stretch at your desk is a great stress reliever. It takes your mind off your work and helps get your blood flowing.

### **TOOL #2: Count and Breathe**

When you are ready to explode, take a minute, shut your eyes, and start counting slowly. Consciously slow your breath and breathe to your counting. If you are calm by the time you hit ten, stop and approach your problem calmly. If not, then keep counting until you are able to do so.

# TOOL #3: Do One Thing at a Time

Stop everything you are doing. Then take one task at a time. Give it your full attention until it is complete. You get little done when you attempt to do multiple things at a time. Doing one task at a time will make you more productive and less stressed.

### TOOL #4: What You Are Grateful For

Remind yourself, daily, what you are grateful for. Repeat the mantra, "I'm grateful for all I have." Take the time to make a list of who and what you are grateful for in your life. Pull it out to remind yourself of why you must be grateful anytime you feel less grateful.

#### **TOOL #5: Laugh at Yourself**

Laughter is great medicine. Don't put yourself down, just laugh at what you did, or didn't do. It doesn't change what happened, but it isn't harsh, judgmental, or critical. Learning to laugh at yourself makes you more adept at appreciating others when they make a mistake. Look back at what has already happened in your life and tell us when the world actually ended, or if you could continue becoming more resilient in the process. Laugh!

To request your free Stress Management Test, contact:

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#### TOOL #6: Make Time for Fun

Get out there and have some fun. What do you enjoy? Do it! It doesn't have to be fancy. If you add fun to your day, you can focus better on your work and approach it more positively.

#### TOOL #7: Go For a Walk

Walk. Walk. Walk. Make time to do a walk each day. It does not have to be a big walk. But getting outside in the fresh air will revitalize you. It removes you from an area of stress and energizes your body, plus you don't need special equipment. Just go!

# TOOL #8: Get Up Earlier in the Morning

Even getting up 15 minutes earlier than usual. You have time to move into your morning routine. If you start your day with a measured pace, you will reduce the stress of starting the day hurriedly and anxiously. You'll have a calmer center of balance.

### TOOL #9: Make a List. Then Use It.

Making a list of what you need to do puts your tasks in perspective. It helps prevent surprises and makes the day less overwhelming. You can check off what you complete, but when an unexpected issue arises, it is easier to know which items can be moved to later or the next day. Every time you complete a task, you have a sense of accomplishment.

### TOOL #10: Read a Good Book

Use books to learn, to escape, to entertain. Reading helps our minds shift from an area of concern and relaxation. In our relaxed state, our minds are able to focus. Books are a great way to escape our daily lives. Read a good book, enjoy and savor it, and pass it on to someone else who will enjoy it.

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