



Stress Busting Tips.

- Take 3 minutes to close your eyes, sit quietly and breath deeply. visualise pleasant thoughts and places. Take 3 minutes to refresh your mind every couple of hours.
- Take your lunch break and get out. Go for a drive to a nearby park, walk around the block, sit under a tree, do anything but get out of the office and away from work and associates for your Lunch break.
- Take a 10 minute nap. Not at your desk. Do it at lunch time or during morning tea. Just learn to relax.
- Join a gym. Take time after work, before work, at weekends. Improve your fitness because it helps your mental health. Most gyms have classes for Tai Chi, Yoga and special fitness and massage therapy. Its just great.
- Consult a Psychologist. 2 or 3 visits to a psychologist will help you sort out your stress and create a stress plan. No you're not mad, sometimes you just need to talk to someone independent.
- Listen to motivation tapes, learn about stress and build your self esteem.
- Leave work at work. Shut it out the moment you leave the office. I know sometimes its hard but taking it home won't help and worrying never helped solve a problem. Practice leaving work at work and live your life.
- Ask your company for help. If you really are up to your eyeballs in work and never catch up then ask for help, don't be a hero, chances are your company doesn't even realise your problem. The company can hire a temporary assistant, Re organise or delegate the work out to others, supply special training etc. If your company uses this to heap more stress on you, then start looking for an employer who appreciates your talents.
- Learn to say no. If you're flat strap and they want to load you with even more that will have you staying back longer, then say no. Prove your case with a review of your present work load so they realise they need more staff. If you keep accepting, then they will just keep adding.
- If you're a manager then manage. Learn to delegate and train your staff to handle new tasks. You don't have to do it all yourself. Don't be a martyr.

Regards, Reg Templer
Business Guerrillas