



## Stress Management

1. Breathe deeply and exhale slowly by counting to slowly to five. Shrug your shoulders slowly aiming for your ears, then release very slowly. Being stressed reduces the oxygen levels in your blood stream hence you can suffer from having a tight chest, headaches and dizziness.
2. Use a diary management system you are comfortable with. Tick items which have been completed. Add a bullet point against items which are in progress but not yet completed. Add a 'D' against items which you delegate. The greatest source of stress is over-commitment or poor time management.
3. Always take a lunch break – even if it is of reduced time and ensure you are away from your desk. Sitting in your car (although it is not an ideal location), going for a walk around the block, going to the local shops etc are places you can switch off. Playing relaxing classical music on an iPod can be extremely beneficial.
4. Talk over your work problems with a colleague. Try to avoid taking your problems home. Releasing your fears and frustrations (within reason) can be extremely therapeutic. By discussing issues you can think of methods of dealing with it.
5. Eat properly. Try not to consume an excess of alcohol (some however is fine), caffeine and sugar as it will affect your sleeping patterns and make you feel fatigued. For every glass of alcohol, drink double the amount in water to avoid a hangover and also to hydrate your body.
6. Laugh out loud by watching a really silly film such as 'Boat Trip', 'Bad Santa', 'Happy Gilmore' etc.
7. Cry during stressful or upsetting times. This is an excellent way of ridding yourself of bottled up anger and anxieties.
8. Limit your stress. Limit your worries to your job, your role and try not to involve yourself in other people's problems or concerns ie outside your own.
9. When you go home to your second job of possibly being a parent, change into other clothes and listen to relaxing music during your evening meal. By changing your clothes, which takes around 5 minutes, you will be able to mentally reduce work thoughts.

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