

# Stress at work

## How to manage your job and get your life back

It's the phone that won't stop ringing. The copy machine that keeps breaking down. The co-worker who gets on your nerves. Job stress is everywhere—and people have different ways of dealing with it. If you're suffering from job stress, learning more about it may help you start enjoying your life again.

## How much stress is too much?

Stress, in small amounts, can be helpful. It releases hormones that speed up your heart and give you a burst of energy. This can help you focus on finishing a big project.

But too much stress—or being stressed for a long time—is not good for you. It can even lead to long-term conditions like heart disease, high blood pressure, and depression.

That's why it's important to focus on stress at work. For some people, the stress is caused by a lack of control. For others it is loud noises, or a crowded workspace, or just too much to do. All of these things can harm your health over time.

**Turn over for tips on managing job stress**



## DO YOU HAVE THE SIGNS OF JOB STRESS?

- Headaches
- Trouble sleeping
- Problems focusing
- Short temper
- Upset stomach
- Feeling low or unhappy about your job

# Tips for handling job stress

Here are a few ideas for managing stress in the workplace that some people have found helpful.

## What if anything might work for you?

**TODO**  
1. \_\_\_\_\_  
2. \_\_\_\_\_

**Make a list of your projects and deadlines** so you can keep track of what's urgent. Decide what matters most and what can wait.

**NO :)**

**Learn to say "no."** Don't overcommit yourself. If you take on too much, you're creating stress.



**Use a schedule planner** to plan your day or week. Break a large project into small steps, and set a deadline for each one.



**Give some of your projects to others.** Sharing your work load can be a big help. It's not always important to have all the control.



**Focus on one thing at a time.** In some cases, you can do two things at a time. But if you start to feel stressed, go back to doing one thing at a time.



**Try to limit distractions and interruptions.** Ask others to give you a block of time when you are not disturbed.



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