

7064 - Avoiding Future Stress



Being organized and proactive in your life will surely help reduce the number of situations that could potentially cause you stress. Here are some ideas you can use to plan your stress-reduction program.

- **Set Priorities:** Focus on the most important things and use your energy to get things done. Don't worry about getting things done or fear you won't get things done.
- **Get things done on time:** Don't put things off that you know must be done.
- **Manage your time:** Plan your time to be more efficient. Life is more than work, eat, and sleep. Organize your life so there is time to think, play, read, dream, and spend time with loved ones - as well as working.
- **Don't take on too many tasks:** Learn to say no. You're probably not the only person in the world who can do the job. Really!
- **Resolve conflicts and don't hold a grudge:** Sit down and solve problems when they arise. Once the problem is solved, forgive, forget and start over again.
- **Listen to what others have to say:** There is often more than one reasonable point of view in a situation. Being a good listener allows you to absorb new information.
- **Be assertive:** Clear, accurate, direct communication is the most effective way to share ideas and feelings with others and to get the results you want.
- **Be realistic:** Don't expect more than is logical and reasonable.
- **Be optimistic:** Expect the best, not the worst. You can't change the past, so don't spend time worrying about or regretting what happened yesterday.



***“Don't sweat the small stuff....and it's all small stuff!”
-Richard Carlson***

