

## Lesson 4: PERSONAL EFFECTIVENESS: STRESS MANAGEMENT



When work stress becomes chronic, it can be overwhelming and harmful to both physical and emotional health, coming in the way of Personal Effectiveness. One of the consequences of excessive work pressure is burnout and unpleasant feeling of being unable to cope with workplace pressure.

Once you identify the root cause of the burnout, the solution can emerge in the form of:

- Avoiding confrontation with specific people
- Reaching out to the other people or the system for resolution
- **Some common workplace stressors are:**
  - Low salaries
  - Excessive workloads
  - Few opportunities for growth or advancement
  - Work that isn't engaging or challenging
  - Lack of social support
  - Not having enough control over job-related decisions
  - Conflicting demand or unclear performance expectations
- **Various ways to tackle stress and improve Personal Effectiveness are :**
  1. **Track your stressors**
    - Maintain an inventory of the situations stressing you.
    - Record your thoughts, feelings and information about the environment.

# Personal Effectiveness: Stress Management

## 2. Develop healthy responses:

- Make healthy choices, when you feel the tension rise. Exercise is a great stress-buster.
- Make time for pleasure - hobbies and favourite activities.
- Getting enough good-quality sleep is important for effective stress management.
- Minimizing stimulating activities at night such as use of computer, television etc.

## 3. Establish boundaries.

- Establish some work-life to reduce work-life conflict.
- Creating some clear boundaries between these realms, can reduce the potential for work-life conflict.

## 4. Take time to recharge.

- Switch off from work by having periods of time, when you are not engaged in work-related activities.
- Take time off to relax and unwind.
- Turn off your smartphone and focus your attention on non-work activities.

## 5. Learn how to relax.

- Adopt some techniques such as meditation, deep breathing exercises and mindfulness.
- Start the day by focusing on a simple activity like breathing, walking or enjoying a meal.

## 6. Talk to your supervisor.

- Start by having an open conversation with your supervisor.
- Tap into other elements like identifying employer-sponsored wellness resources, getting necessary resources or support from colleagues.
- Make changes to your physical workspace to make it more comfortable and reduce strain.

## 7. Get some support.

- Accepting help from trusted friends and family members can improve your ability to manage stress.
- If you continue to feel overwhelmed by work stress, you may want to talk to a psychologist.