



# Stress @ Work ~ Lessen It, Then Leave It!



**LET'S TAKE A QUICK LOOK AT WHAT MIGHT BE CAUSING STRESS AT WORK:**

- Short-staffed:** \_\_\_\_\_
- Budget issues:** \_\_\_\_\_
- Personalities (mine and theirs!!):** \_\_\_\_\_
- Other:** \_\_\_\_\_

**NOW LET'S LOOK DEEPER:**

1. Is there something going on \_\_\_\_\_ that is compounding my stress about this issue?
2. Are there hidden \_\_\_\_\_ that might be contributing to my stress?

**3 IMPORTANT QUESTIONS:**

1. Can I \_\_\_\_\_ this situation?
2. Can I \_\_\_\_\_ this situation?
3. Can I change \_\_\_\_\_ to this situation?

**TIPS & TECHNIQUES TO LESSEN IT... THEN LEAVE IT!**

**Before work:**

1. Get some \_\_\_\_\_.
2. \_\_\_\_\_ or engage in some other form of relaxation.
3. Know \_\_\_\_\_. How much of your stress is \_\_\_\_\_?
4. \_\_\_\_\_. Sometimes things could be worse!

***During work:***

1. Reduce the \_\_\_\_\_.
2. Keep your \_\_\_\_\_personal.
3. Take a \_\_\_\_\_.
4. \_\_\_\_\_.
5. Take out the “ \_\_\_\_\_ ” ~ \_\_\_\_\_.

***After work:***

1. Visualize “ \_\_\_\_\_ ” leaving your stress at work.
2. ...or develop your own little \_\_\_\_\_ of actually doing just that!
3. Heading out the door, \_\_\_\_\_, even if you have to “fake it till you make it!”
4. Keep a comforting \_\_\_\_\_in your car for your commute home.
5. Make your commute home a \_\_\_\_\_experience.
6. Get a \_\_\_\_\_.
7. Make sure you have some real \_\_\_\_\_and \_\_\_\_\_ it.
8. \_\_\_\_\_ . Period.
9. Change \_\_\_\_\_ !
10. Spend your \_\_\_\_\_wisely.
11. Leave your work \_\_\_\_\_.
12. Give yourself something to \_\_\_\_\_.
13. Before you get home, do you need a “ \_\_\_\_\_ ?”
14. Post a \_\_\_\_\_at the entry to your home.

**Additional tips...**

1. \_\_\_\_\_ the committee.
2. You must, must, must create \_\_\_\_\_.
3. \_\_\_\_\_ free time.
4. Strive to \_\_\_\_\_.
5. Don't \_\_\_\_\_.
6. \_\_\_\_\_ your thoughts.

**WHAT CAN I DO DIFFERENTLY TO LEAVE MY STRESS AT WORK?**

**Before:** \_\_\_\_\_  
\_\_\_\_\_

**During:** \_\_\_\_\_  
\_\_\_\_\_

**After:** \_\_\_\_\_  
\_\_\_\_\_

**Other tips I *will* use:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REMEMBER TO ASK 3 IMPORTANT QUESTIONS:**

1. Can I **change** this situation?
2. Can I **leave** this situation?
3. Can I **change my response** to this situation?