

## ALAN'S TIPS FOR MAKING STRESS WORK FOR YOU\*

- (1) **PAMPER YOURSELF** - Treat yourself as your most prized possession.
- (2) **BEGIN YOUR DAY SLOWLY** - That way you can plan your day as you dress for it.
- (3) **CUT BACK ON EXCESSIVE WORK HOURS** - Work more efficiently, not longer.
- (4) **CHANGE GEARS** - If work becomes too difficult or tiresome - shift to something else.
- (5) **LOWER YOUR EXPECTATIONS** - Don't set yourself up to be disappointed by unrealistic goals.
- (6) **LISTEN TO YOUR BODY** - If you begin to feel tired, slow down.
- (7) **EXERCISE** - Do vigorous cardiovascular exercise three times a week for 20 minutes each time.
- (8) **SET GOALS** - With a plan you'll feel more confident and waste less time getting there.
- (9) **USE THE 80/20 RULE** - Arrange and do items in order of value. Remember 80% of value comes from 20% of items - Focus on the 20% - Forget the other 80% - It will bring you very little.
- (10) **MAKE A TO - DO LIST - DAILY** - Prioritize items into A,B,C. Avoid doing most of the C's.
- (11) **DELEGATE WHENEVER POSSIBLE** - Your time is too valuable to waste on something someone else can do for you.
- (12) **ALLOW ONE HOUR DAILY FOR UNCOMMITTED TIME** - This will provide you time to handle emergencies and to take advantage of unexpected opportunities.
- (13) **HANDLE PAPER ONCE** - When you look at a bill, pay it instead of worrying about it. Don't look at a bill until you're ready to pay it.
- (14) **KEEP A CALENDAR WITH PLANNING SPACE** - It will help you manage your time better.
- (15) **IF YOU NEED HELP - ASK FOR IT - DON'T FEAR IT** - None of us are an expert at everything.

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