

## REDUCE STRESS

According to Blake Williams, stress can deplete workers of their energy in a hurry and cause them to become discouraged. Fortunately, though, workers can take steps to reduce stress. Mr. Williams offered these suggestions:

1. Do something pleasant during your nonworking hours. Find a hobby you enjoy. Develop other interests by joining civic or service organizations. Do something helpful for someone else. Do something nice for yourself, too. After all, you've worked hard and deserve it!



2. Take your scheduled breaks, even in the middle of a busy day. Taking a break will give you a chance to "re-energize" yourself. When you take breaks, leave your workstation. Take these

opportunities to relax. Close your eyes and think happy thoughts about vacation plans, family,



friends, or hobbies.

3. You may also want to slowly stretch your muscles, especially if you've been sitting



for hours. Roll your head slowly from side to side. Stretch your arms above your head. Slowly bend down to touch your toes. All of this may not take five minutes, but you will benefit from it for hours!

4. Take advantage of everyday opportunities to exercise—such as taking the stairs even when there is an elevator or walking to lunch instead of driving. You will feel more energetic during the day.



5. Set realistic expectations for yourself. Trying to meet unrealistic expectations is a sure-fire way to cause stress.

Stress is a major factor in most offices and does affect the mental and physical health of employees. Seminar attendees were pleased to learn that many stress factors can be controlled not only by management but also by the workers themselves.