

EMPLOYEE ASSISTANCE PROGRAM

CONQUERING
WORKPLACE STRESS



OBJECTIVES

- Describe symptoms of and responses to stress.
- Learn stress reduction techniques you can use at work and at home.
- Develop an action plan for changing your response to stressors.

HOW DO YOU THINK THIS MAN FEELS?



IS STRESS ALWAYS A BAD THING?



TECHNIQUES TO MANAGE STRESS

Pinpoint stressors

Identify

- Workplace stressors
- Responses



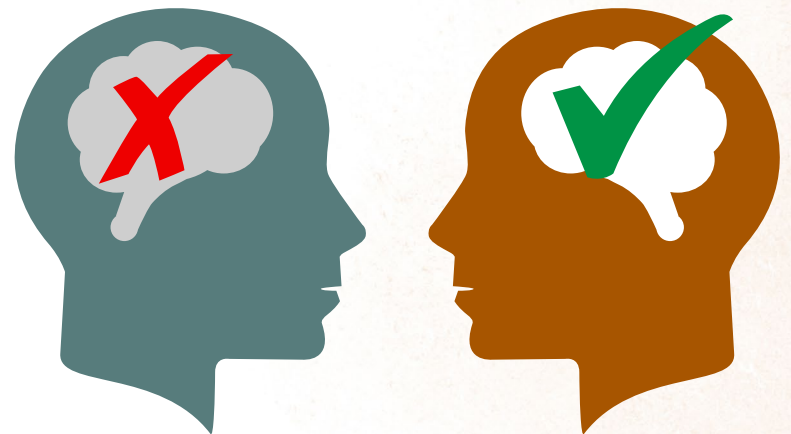
HOW DO THOUGHTS AFFECT STRESS LEVEL?



TECHNIQUES TO MANAGE STRESS

Unhelpful thought patterns

- Negative self-talk
- Looking for the bad
- Predicting the worst
- Thinking in extremes



TECHNIQUES TO MANAGE STRESS

- **Negative Self-Talk**

- Stress producing: “I’m so stupid for making that mistake.”
- Stress reducing: “I made a mistake, but it’s okay. Next time I’ll know what to do.”

- **Looking for the Bad**

- Stress producing: “My performance is awful.”
- Stress reducing: “I did many things well, but there’s always room for improvement.”

- **Predicting the Worst**

- Stress producing: “I won’t be able to meet the deadline.”
- Stress reducing: “I can break this down into smaller tasks so I can make progress.”

- **Thinking in Extremes**

- Stress producing: “That will never work.”
- Stress reducing: “I’m willing to try something new, it might be helpful.”

TECHNIQUES TO MANAGE STRESS

Create a grateful attitude

- Focus on appreciation
- Journal what you're grateful for



TECHNIQUES TO MANAGE STRESS

Other helpful ideas

- Avoid perfectionism
- Stay organized
- Limit multitasking—use chunking
- See the glass half full
- Focus on what you can control
- Take care of yourself!



ACTION PLAN..TODAY I WILL

Make your commitment now!

- What
- When
- Who



REFERENCES & RESOURCES

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YOUR EMPLOYEE ASSISTANCE PROGRAM

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Thank you!

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