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# TIPS TO MANAGE WORK STRESS

1. Be clear on your career objective.
2. Go to work early.  
*GET A HEADSTART TO THE DAY.*
3. Put first things first.
4. Have a to-do list.
5. Refer to the list constantly to ensure you're on the right track.
6. Jot down tasks that stream in.  
*DEAL WITH THEM LATER.*
7. Do not skip lunch.  
*HAVE SOMETHING.*
8. Don't eat lunch at your desk.  
*GET OUT FOR SOME FRESH AIR.*
9. Lunch out with co-workers.
10. Cultivate meaningful relationships.
11. Be helpful to your co-workers.
12. Get a mentor.
13. Be a mentor to someone at work. *GIVES YOU PERSPECTIVE.*
14. Be clear on your boss' expectations of you.
15. Be on top of your deliverables.
16. Develop a genuine friendship with your boss.
17. Talk to someone about your problems.
18. Be on time for meetings, discussions, appointments.
19. Be prepared for them.
20. Anticipate potential issues.
21. Prepare contingency plans.
22. Think opportunities.
23. Be big picture focused.
24. Gain perspective by looking at your situation from another's shoes.
25. Adopt the 80/20 principle.  
*LET GO OF THE 80% UNIMPORTANT STUFF.*
26. Focus on what is actionable.
27. Delegate work.
28. Learn to say no.
29. Move on if there is nothing you can do about the situation.
30. Leverage on your co-workers' expertise and knowledge.
31. Escalate problems to your boss when they are beyond you.
32. Identify sources of your stress and work a solution.
33. Reward yourself when you accomplish something.
34. Establish a social network at your workplace.
35. Maintain a social circle outside work. *LIFE SHOULD NOT REVOLVE AROUND WORK.*
36. Breathe deeply and calmly all the time.
37. Develop a good posture.
38. Meditate daily to clear out clutter.
39. Listen to your favorite music as you work.
40. Exercise. Set aside a regular time for it every week.
41. Make your desk conducive for work.
42. Take a break from your computer once in a while.
43. Get a fruit to snack on when hungry.
44. Have a water bottle/mug by your side.
45. Look ahead at your daily/weekly schedule to know what is next.
46. Be the master of your time.
47. Make a commitment to leave work on time.
48. Do what is needed for today and leave the rest for tomorrow.
49. Get enough sleep.
50. Rest if you are sick.
51. Do not overcommit.
52. When the going gets tough, remember this is part of the job. *THIS IS WHAT YOU ARE PAID FOR.*
53. Focus on what you love about your job.
54. Unwind after a day of hard work. *TAKE TIME FOR A VACATION.*
55. Quit your job.



# Life.\*

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