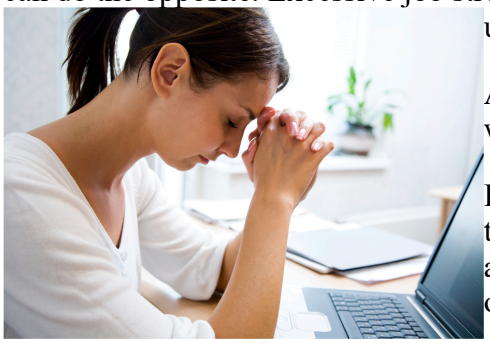
Coping with workplace stress

While a little stress has been shown to actually improve performance and motivate workers, too much of it can do the opposite. Excessive job stress can stop you in your tracks, and leave you feeling exhausted and unable to effectively deal with your day-to-day responsibilities.



Although it may be impossible to completely free yourself from workplace stress, the tips below can help you better control it:

Break work into manageable chunks. While it's important to know the big picture, setting and concentrating on smaller, attainable goals along the way can help you stay on track and stop you from feeling overwhelmed.

Set boundaries. Learn to say "no" to extra tasks that push your workload over the edge.

Ask for help. By accepting the help of others, you'll not only unload some of your workload, but also come to appreciate the skills and new perspectives that your co-workers have to offer.

Clean your surroundings. Re-organize your office to make information and resources more accessible and free up additional space in your work area.

Get active. Studies show that exercise boosts your brain's production of natural mood lifters and spurs the release of neurotransmitters, which help you keep your mental and physical cool.

Accept change. Acknowledge that your workday may not unfold as you imagined. Uncertainties and change are not necessarily a negative part of your day; they simply require the application of different strategies.

Learn to focus on the present. View problems as opportunities to be creative and apply your skills and knowledge. This will allow you to not only tackle on-the-job stress, but also harness this energy to motivate and energize your career.

If, after attempting the above solutions, you are still burdened with stress at work, consider reaching out for help. Discuss the issue with your supervisor first; he or she may have insight on the root cause of your stress.