

Civil Service Employee Assistance Service (CSEAS)

Reducing Stress in your Life

CONSIDER

Where possible and practical plan your day. Use “To-do lists” or “Reminders” to help.

- ✓ Approach difficult tasks when you are most alert
- ✓ Effective Communication – helps to resolve conflicts and clarify misunderstandings before they escalate into ongoing problems – **CSEAS Leaflet “Effective Communication”**
- ✓ If you have had a particularly difficult phone call or experience, talk it over with a supportive other person. This helps to defuse emotional tensions before they take root in physical tension – **CSEAS Leaflet “Dealing with difficult phone calls”**
- ✓ Develop problem solving skills – make a quick list of ways to solve a problem and experiment with different approaches
- ✓ What situations in your daily life trigger a stress response – how can you change this?
- ✓ Learn to recognise your signals of Stress – be proactive in the management of your stress – **CSEAS Leaflet “Stress Management”**
- ✓ Identify positive things in your working day
- ✓ Reward yourself – little things – what are the things you enjoy?
- ✓ Be Mindful – Practice Mindfulness – **CSEAS Leaflet “Introduction to Mindfulness”**
- ✓ Utilise your annual leave effectively – plan where possible
- ✓ If you want to assess your coping skills, why not take a look at the – **CSEAS Leaflet “Personal Action Plan”**

TIPS AND TECHNIQUES

- ✓ Deep breathing interrupts the stress response and relaxes your nervous system
- ✓ Stretching interrupts the accumulation of muscular tension
- ✓ Meditation gives the body time to relax and recuperate
- ✓ Progressive Muscular Relaxation – a purely physical technique for relaxing your body when muscles are tense
- ✓ Exercise produces endorphins – happy hormones that make us feel better able to cope
- ✓ Be mindful of your alcohol intake when stressed
- ✓ Imagery can be used in rehearsal before a big event, allowing you to run through it in your mind. It allows you to practice in advance for anything unusual that might occur, so you are prepared and already practiced in handling it.
- ✓ Watch out for that inner negative self-talk – challenge it
- ✓ Schedule down time for yourself
- ✓ Sleep gives you time to rest, relax and replenish your body and mind
- ✓ Worry diaries are tools used to help manage worry especially at night time
- ✓ Hobbies – Doing something you enjoy is a great way of switching off and recharging your batteries
- ✓ Diet – Eat a healthy diet to support a stress free life

See **CSEAS Booklet “Understanding Stress”** for further information.

If you are:

- **Worried or anxious**
- **Feeling overwhelmed**

TALK to a trusted Colleague, Manager, Family member, GP or the CSEAS

Contact CSEAS: Tel **0761 000 030** Email cseas@per.gov.ie Website www.cseas.per.gov.ie