



Managing Workplace Stress

How to Cope with Anxiety on the Job

Workplace stress can easily become overwhelming. Even an ideal job can have stressful deadlines, high performance expectations, and demanding responsibilities. For most people, the stress from work can take its toll on the rest of your life. Stress can be caused when you worry about a specific project, or take on more work than you can handle, perhaps hoping for a promotion or stability in your current position. In times of major business changes, things like restructuring, downsizing, or layoffs can add to our feelings of stress. These types of pressures can undermine our personal relationships and, ultimately our health. Stress cannot be avoided, so the key is to learn to manage your stress.

The tips below can help you better cope with stress and anxiety about work concerns. You may find them useful when you are facing a difficult meeting, feeling the pressure of a deadline, or trying to cope with a difficult co-worker or client.

Take a moment to breathe.

- As you breathe in, take in a deep, relaxing breath.
- Breathe out the tension of the moment.
- Breathe in quiet, calm relaxation.
- Breathe out the work stress you are feeling right now.

Notice where you hold tension in your body and release it.

- Sit quietly for a moment and allow your arms and shoulders to relax. Set your shoulders gently down and back.
- Allow the muscles in your neck to soften.
- Release the tension in your face and head; open your mouth just slightly and relax the jaw.

Use affirmations to quiet and refocus the mind. As you take several deep relaxing breaths, repeat one or more of the following phrases to yourself. Repeat 2-3 times.

- My mind is relaxed and calm.
- My mind is quiet and at peace.
- My focus is restored and I am now ready to take the next challenge with quiet confidence.
- As I move through my day I am confident; I will handle each situation that comes my way with resolve, compassion, and a smile.
- Solutions to work concerns come easily because I am relaxed and open.

To learn more about workplace stress and the techniques used to cope with it, download and listen to the Hill Physicians podcast, ***Managing Workplace Stress***. Download this and other health podcasts at www.HillPhysicians.com, and find more tools to help you relax, manage stress, and achieve balance in mind and body.