

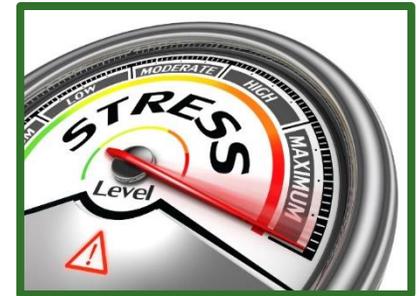
MANAGING STRESS

Although the holiday season usually signifies happy and joyful times, holidays can also be a source of stress for many. Even though every individual reacts to situations differently, there are several instances that can trigger undue stress at work:

Issues that arise that you cannot control	Heavier workloads	Pressure to perform at above normal levels
Conflicts with coworkers	Longer work hours	Work and family balance

The good news is that you can learn ways to manage stress. To get stress under control:

- Find out what is causing stress in your life.
- Look for ways to reduce the amount of life stressors.
- Learn healthy ways to relieve stress and reduce its harmful effects.



While we may not always be able to control the sources of our stress, we can better manage stress by remembering to implement the following:

- Take good care of yourself. Eat balanced and nutritious meals. Get plenty of rest, and limit smoking, alcohol and excess sugars.
- Volunteer your time and services. Although we may feel we are already expended of all our energy at the end of the day, doing something for others can help us forget our own problems, increase our self-esteem, and just make us feel good!
- Exercise!! Exercising has been shown to reduce stress. Exercise doesn't have to be in a gym; go outside and take a walk, ride a bike, or roller-skate!
- Express your feelings. Think of that special person or two with whom you can confide; and know you don't have to face problems alone.
- Learn ways to relax your body. This can include breathing exercises, muscle relaxation exercises, massage, aromatherapy, or yoga.
- Determine the source of the stress. Although we may not be able to remove the stress from our life, we can learn how to cope and take control to better handle the stress.
- Seek professional help. There is no shame in seeking help that can teach ways to better manage our stress and reactions to our stress.

Additional resources and information are available through ASCIP's website and risk services consultants.