

REDUCE NEGATIVE STRESS!

Eliminate Sources of Stress

1. Get up fifteen minutes earlier.
2. Prepare for morning the night before.
3. Never wear uncomfortable clothes (especially shoes).
4. If you always get there early, set your watch back.
5. If you always get there late, set your watch ahead.
6. Don't rely on your memory - write everything down.
7. Practice preventive maintenance with everything (car, body, etc.).
8. Say "no" more often.
9. Take advantage of off-hours for shopping, registering for classes, etc.
10. Schedule tasks so that you do the most difficult ones when you have the most energy.
11. Keep "emergency supplies" of various important items (ink cartridges, toilet paper, shampoo, etc.).
12. Walk everywhere you can for built-in-exercise.
13. Make copies of all important papers and keep the originals in a safe place.
14. Anticipate your needs (coins for parking, etc.).
15. Don't put up with anything that doesn't work properly.
16. Make advance reservations.
17. Allow extra time for everything.
18. Never arrange a meeting place that has no telephone.
19. Keep a small "busy kit" with you (novel, deck of cards, etc.).
20. Get help with the jobs you hate.
21. Travel light, leave books at home unless you know you'll need them.
22. Be prepared for rain.
23. Make contingency plans just in case something falls through.
24. Unclutter your life; get rid of things you don't use or need.
25. Avoid relying on chemical aids (drugs or alcohol).

Cognitive Ways to Reduce Stress

26. Be prepared to wait.
27. Find the humor in it (it's got to be in there somewhere).
28. Relax your standards (B's are ok sometimes).
29. Establish a serene place of your own (a chair in a quiet corner).
30. Change your perspective (don't "what if..." all the time).
31. Count your blessings.
32. Ask questions; it's the only way to know for certain.

Do Something to Relieve Your Stress

33. Get some physical touch sometime (friend, pet, parents, etc.).
34. Take time out to relax physically as well as psychologically.
35. Find enjoyable ways to exercise.
36. Talk to someone about what's bothering you.
37. Take leisurely baths.
38. Reward yourself after stressful activities.
39. Schedule in more fun.
40. Unwind before bedtime.

(*Adapted from Rebecca E. Greer, "50 Ways to Reduce Stress")

**Counseling & Career
Development Services**

