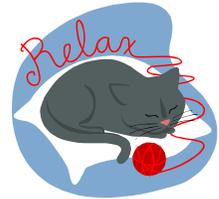


STRESS MANAGEMENT

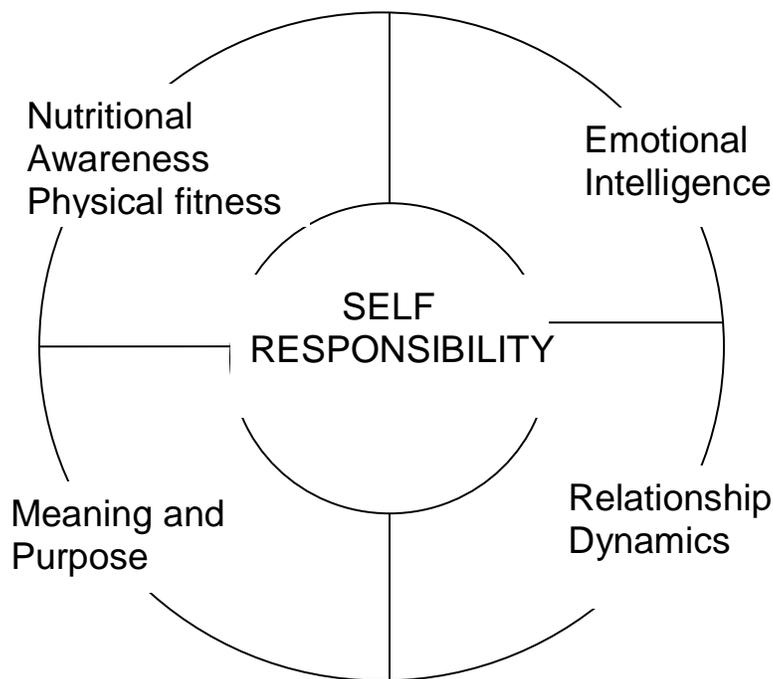


TIPS TO IMPROVE PRODUCTIVITY

TECHNIQUES THAT RELIEVE STRESS



CREATING A WELLNESS MODEL

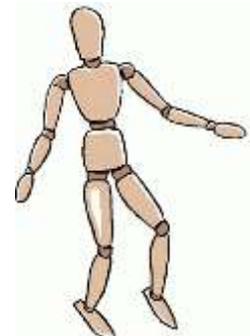


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Stress Management, Sales Performance, Customer Satisfaction Training,
Emotional Intelligence for Managing Change,
Smoke Cessation, Weight Control, Test Apprehension

How do you feel stress?

Become critical of yourself or others
Become fatigued or hyperactive
Become irritable and impatient
Become restless and fidgety
Develop sleeping problems
Increase your drinking
Increase your eating
Become withdrawn
Worry
Erratic breathing
Ignore your friends
Shivering or shaking
Increased perspiration
Feel jealous and suspicious
Headaches, nausea, heartburn
Muscle stiffness and clumsiness
Muscle aches, particularly backaches
Develop dry mouth and/or scratchy eyes



Where do you feel stress?

Common stressors:

SITUATIONS OVER WHICH WE HAVE NO CONTROL
COMMITMENTS AND OBLIGATIONS
CONFLICTS WITH OUR VALUES
EXPECTATIONS
TIME

***EFFECTIVE TIME MANAGEMENT CAN BE
THE MEANS TO A LESS STRESSFUL LIFE.***

WRITE IT DOWN, BREAK IT DOWN

Get it off your mind, and take action.



BREATHE AND LET GO

Inhale, filling the lungs from the bottom, middle, top.

Exhale the same way, bottom, middle, top

Progressive Muscle Relaxation

Make a fist with your right hand.

Make the fist tight, so you can feel it in your upper and lower arm. Hold it for the count of five, feel the tension all the way up your arm.

Take a deep breath, and as you slowly exhale, say to yourself **“RELAX and RELEASE”**, slowly release your fist and arm muscles.

Make a fist with your left hand.

Make the fist tight, and hold it for the count of five.

Take a deep breath, and as you slowly exhale, say to yourself **“RELAX and RELEASE”**, slowly release your fist and arm muscles. Let your fingers uncurl; **FEEL** what it's like to consciously relax your muscles.

Push your feet against the floor, feel the tension in your calves and thighs.

Curl your toes, tensing the muscles in your toes,

Take a deep breath, as you slowly exhale, say to yourself **“RELAX and RELEASE”**, and slowly release **ALL** those muscles.

Feel the tingling in your feet.

Next bring your shoulders to your ears. Breathe deep, then slowly exhale, say to yourself **“RELAX and RELEASE”**, slowly release your shoulder muscles.

Finally, tense your jaw and eye muscles. Take a deep breath, slowly exhale, say to yourself **“RELAX and RELEASE”**, and slowly release the muscles.

You have tensed each muscle group, and then relaxed it with a thought, and outward breath.

Note the different feeling between tension and relaxation.

You are connecting your exhalation to the word and feeling **“RELAX and RELEASE”**.