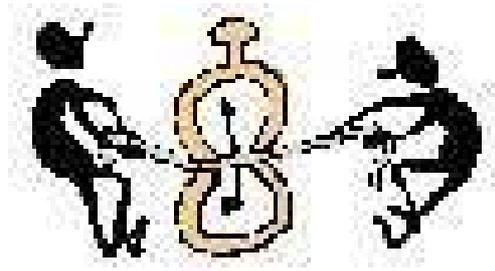


# Tips for managing your stress

**Manage Your Time Effectively** -Keep a "to do" list or daily planner and make sure to include time for yourself and time for stress reduction activities. Give priority to the most important activities and do those first.



**Get Some Exercise**-Regular physical activity is one of the best ways to deal with stress. It releases endorphins and gives you a natural "high."



**Take a Break**-Schedule several short breaks throughout the day to help minimize your stress. Get up and stretch, go for a walk, call a friend. When you return to your work, you'll work more efficiently.



**Eat Healthy Foods**-Avoid foods high in fat, sugar and sodium. If you are going to be out all day, make sure to pack healthy snacks and don't skip meals because this will lower your energy levels.



**Avoid Using Drugs or Alcohol to Deal with your Stress**-These things will only mask the symptoms of stress and when you stop using them, the stress will return.



**Practice Daily Relaxation Exercises**-such as deep breathing, progressive muscle relaxation, and visualisation (imaging a relaxing scene).



**Minimise Interruptions**-When you have something important to get done, make sure to block off a period of time when you can work without being disturbed or distracted. Put your phone on voice mail, shut your door, or go some place to work where you will not be disturbed.



**Think Positive and Learn to Control Worry**-Instead of focusing on negative thoughts, focus on the positive things in your life, think at least one positive thought each day. Don't waste your time worrying about things you can't change or always planning for the worst.



**Know When You Need Help and Get It**-Seeking help is not a sign of weakness. There are many resources available to help students & staff deal with stress and problems, so take advantage of them.



**Learn to Say NO**- Don't feel guilty when you have to tell others no. Taking on additional projects or work for others when you are busy will only cause you more stress.



**Put Stressful Situations in Perspective**-Will it matter a month from now? What about a year from now?



**Get Enough Sleep**- Most people need between 6-9 hours. Learn how to turn off.

