

Mastering Stress

Issue 6, Page 1

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MASTERS

MAKING YOU THE EXPERT



Hi and welcome to the June issue of our newsletter.

A word from Gloria ...

Greetings from the team at Masters of Communication Ltd! **We are thrilled to announce** that as the business is growing so fast, we now have on board Jessica-Leigh, my very own Personal Assistant. When I look at all she does, and how she has transformed the office (in more ways than one), I am wondering how I ever coped before she came along. Having her on board has certainly reduced my stress levels. Talking of which – what's your stress level like? How do you know when you are stressed? What indicators should you be looking for? For these and other 'stress related' symptoms keep reading.

The most common experience people relate to in their working life seems to be the stress they feel on a daily basis. It is actually killing people and there seems to be very little anyone is doing about it. Did you know that insurance companies here and throughout the world are naming stress related illness as the biggest payout for their client base? Don't let your place of work become a source of undealt with stress. Do something about it before *it* becomes the 'elephant' in the room. Don't become one of those Companies who saw the stress become a 'pandemic' and chose to do nothing about it. Read the article in this newsletter as it may give you a starting point for doing some analysis of where your staff are at. Also included this month is a wonderful workshop on Managing Stress at Work. It could be very useful for you to consider when looking at ways of alleviating the stress within the company, and retaining those type A employees who do so much within.

Till next time, Gloria

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Blog Spot

We are happy to announce you can see us on blogspot. The address is mastersofcommunicationltd.blogspot.com

Latest Article

This article looks at ways in which you may be stressed, the unique symptoms you could be experiencing and some workable solutions to dealing with them. Also covered is some cognitive and practical ways for you to cope with specific areas of workplace-induced stress. This article by no means intends to replace what a GP or health professional could offer, it is simply some solution focused ideas to alleviate and manage typical stress related problems at work.

New Workshop

This workshop aims to resource participants so they can begin to recognise stress at an early stage, as well as providing the tools to combat that stress. Inherent in this is skill building focused on managing the different types of stress that manifest in any working day. The Stress Tool-Kit is introduced and worked through so each participant is able to customise this to fit their specific 'stress related' needs. An experiential self-assessment procedure is implemented to help reinforce new skills taught.

Competition

This should be easy for everyone to enter. All you do is email me at info@mastersofcommunication.co.nz with three reasons why your staff are stressed and some solutions you have tried. I will choose the most interesting of the entries and the winner will receive an hour of my time in their place of work helping them with 'Stress!' The draw will be done on Wednesday 30 June 2010 at 5pm. The winner will be notified by phone – so please include those contact details in the email.

Next Issue

Culture of the Company

STRESS AT WORK – REAL OR IMAGINED?

Have you ever stopped to consider why your heart is racing, you feel panicky, your mind is constantly overloaded and life just feels hard? Chances are you're stressed!

Shocking as it may seem, many people experience this on such a regular basis, that they just accept it and carry on as normal. The problem is, it can take a 'shock' such as experiencing burnout - before they accept that behind all of these worrying symptoms is a condition known as 'stress'. The good news is there are many solutions to this global problem, but regardless of what you choose to do – know two things:

1. You don't have to suffer any longer, and
2. You do have to take some action.

If you are seriously stressed, you should be seeking some kind of medical or therapeutic help. If you struggle with doing that, just consider what you would be telling your colleague or close friend if they were describing the same symptoms to you. You would probably be encouraging them to seek expert help. The fact is these symptoms won't disappear by themselves but at least with some intervention you can do something about it. Whatever you decide, know that you cannot keep on like this as it won't just be affecting you. Your colleagues, staff at work and your family/friends will all be hugely affected by your stress levels and resultant behaviours. These exhibit themselves in a number of ways, but some of the key ones are –

- *Being short tempered and snappy
- *Feeling little enjoyment in life
- *Experiencing extreme tiredness
- *Struggling to focus on other than work issues
- *Increased addictive behaviours, e.g., smoking/drinking/eating
- *Repeated headaches and/or heart palpitations (See your doctor if these persist)
- *Inability to relax physically
- *Disrupted sleep patterns – constant wakefulness around 3am

These are just a few of the types of behaviour you will be exhibiting on the emotional, physical and intellectual level. There are many many more. If they are left unchecked, they can lead to serious illness.

What is becoming more recognised now is that many illnesses are stress-induced. Keep in mind that as the stress took some time to build up; it will take some time to dissipate. You can, however begin today to take some action to lower your stress levels. Try some or all of the following –

1. One minute tension breakers 6 times a day, which involves quieting the mind, breathing in deeply and as you are doing so thinking *relaxation* then breathing out and thinking *release*. Do this for one minute six times a day - completely clearing the mind as you do so.

2. Take a ten minute break every 2 -3 hours. This means grabbing a newspaper/magazine and switching your mind onto a completely different train of thought.

3. At lunchtime take the 30-60 minutes allocated, and leave the building – try to get some fresh air, and again switch your mind off the workplace and onto something different.

4. Compartmentalise your work load. Decide which has greatest priority. Then get 3 folders. Label these *Work to Do*, *Work Done* and *Work in Progress*. Have all papers filed into these folders, so there is nothing visible on your desk apart from the piece of work you are concentrating on. This will be in your *Work in Progress* file.

5. Interruptions – the best way to manage these is to give yourself a minute to write down six or so words to remind yourself of exactly where you were before the interruption began. That way you will know exactly where you were, when you get back to it.

6. Prioritising – This begins with a ‘to do’ list. On that list you write everything you need to do, and then cover the page so you can only see the top 3 items. That is what you focus on. When those 3 things are done, cross them out and move down to the next three, complete those and cross them out and repeat the cycle.

7. As you finish each day, write out tomorrow’s ‘to do’ list and leave it at work!

These are some simple techniques to get you started. If you persist with them, they will start to have an effect on your thinking and how you manage stress at work.

The main thing to remember is that you are no good to anyone – whether at work or home – if you remain stressed. The quality of your work will be inferior and you will feel overwhelmed and inadequate. Do not ignore what your body and mind are trying to tell you as this can lead to disastrous consequences like burnout, depression and other related mental and physical illnesses. Instead start to work with the symptoms you are experiencing, so that you can become de-stressed both at work and at home. Imagine how good that would feel!

By Gloria Masters ©

References – Stress Busters @ Work by Iris Barrow

Please contact us if you would like the workshop outline on this topic.



MANAGING STRESS WORKSHOP

Course Overview This workshop resources participants so they can begin to recognise the symptoms of stress at an early stage, as well as providing the specific tools to combat that stress. Beginning with an analytical self-assessment, attendees then begin the experiential part of the workshop.

The focus of the workshop is to build skills and confidence so that each person leaves with clarity around the specific nature of the stress they carry and resources to minimise that. An individual 'stress tool-kit' with practical and easy solutions to dealing with the stress is worked through. The workshop culminates in an individualised action plan for participants to work on immediately following the workshop, in order to reinforce new skills and understandings gained.

Course Topics

- Internal Vs External Stress
- What happens when we become Stressed
- Physical Symptoms of Stress
- The importance of workplace balance
- Relaxation - Meditation – Stress Breakers
- Eustress and Distress
- Adaptive Solutions to the Causes of Stress
- Mental Symptoms of Stress
- Triggers to work with
- The role of pressure in Stress related functioning
- Recognising your Stress related symptoms
- Techniques to work with Stress
- The Stress Tool Kit - why this is essential