

# Dealing With Personal Stressors at Work

## *Six helpful coping tips*

Everyone's personal life can get a bit hectic at times. These stressful times can cause headaches, upset stomach, back pain, sleeping disturbances and difficulty concentrating. Stress also makes it harder for your body to defend against illness and can make current health problems worse.

Not only is stress hard on your body, it is also affects your work life and responsibilities. When personal stressors—divorce, death of a family member or friend, money troubles, problems with children or taking care of an elderly relative—affect your personal life, they can have negative effects on your work life, too.

To ensure that your work doesn't suffer during a time of personal stress, consider the following recommendations:

1. Keep a stress journal and write down exactly what is making you stressed: "I

cannot seem to pay off my credit card," "My children are acting up at school," or "The death of my mother has made me feel like I can't go on." Then record how you react to these stressors and analyze whether there are more effective alternatives for dealing with them.

2. Eliminate activities in your life that are not necessary, especially when going through personal stress. Focus your time on your health, your work and getting past the stressful situation.
3. Take care of yourself. That means getting plenty of sleep, eating well and getting regular exercise.
4. Work on letting go of things that you cannot change.
5. Ask for assistance from family members or friends. Chances are, if it is affecting you, it is also affecting them.
6. Talk, laugh and cry about

your stressors. This will help you feel some relief from these burdens by just getting your emotions out.

[C\_Officialname] wants to assure that your life is always manageable, not just while you are in the office.

