
Work-life balance and stress management

Any job can have stress, even if you love what you do. You might even notice work stress spilling into your personal life.

Focus on one or two things you can do to help reduce stress the most. Here are some ideas:

- **Balance work and personal life.** Unplug from work when you are at home. For example, try not to check your work email when you are off work or spending time with friends and family.
- **Stay organized.** Break a large project into small steps. Create a daily to-do list. Start with what is most important and do one thing at a time. Use a calendar to plan your week, which will help remind you of what's ahead.
- **Learn to relax.** Try deep breathing exercises and meditation. You can do them in just a few minutes. Take a walk at lunch or during breaks.
- **Get support.** Make sure you get support from family and friends in your efforts to reduce job stress. If your company has an employee assistance program, you could use it to talk with a counselor. A counselor can help you change the way you respond to stress.

Identify what is causing the stress and set specific goals. Here's how:

- **Identify what is creating the job stress.** Is the lack of control over your job? Maybe it is worrying about losing your job or how you are doing at work.
- **Find your reason.** You might want to protect your heart and your health by reducing stress. Or you simply want to enjoy your life more and not let work stress control how you feel.
- **What is stopping you?** Write your goals, possible barriers and your ideas for getting past them. Thinking about these barriers now can help you plan for how to deal with them if they happen.
- **Give yourself grace.** Don't forget to give yourself some positive feedback.

Source: Healthwise.net