

# BEAT THE STRESS

*Actionable steps to be*

# HAPPIER IN LIFE

# AND

# PRODUCTIVE AT WORK

*by*




# EVERYBODY WANTS TO BE SUPERMAN!



*Be great at work and even  
greater at home!*

# IF ONLY THE STRESS OF IT ALL DIDN'T GET TO YOU, RIGHT?



**WHAT IF WE TOLD YOU  
THAT THE ANSWER TO  
YOUR CHALLENGE LIES  
IN BALANCE?**

# HOW DO YOU BRING BALANCE?

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*By setting a system that gives you  
time for yourself, your work , your  
friends and your family.*

*Here is a system that you could  
follow as it is or customize to meet  
your needs!*

# WAKE UP EARLY!

*How early you decide!*

*Yes, this sounds very much like something your dad said to get you out of bed early as a kid. But your dad had a really good point.*

*Waking up early gives you a head start to the day. But that is not all. Time out in the morning sun is known to fill you with positive energy and bring down the stress levels in your body.*

# EXERCISE

*A healthy body is a must to be productive.*

*It does not matter whether it is at work or when you are with family/friends. If your body isn't a 100%, your mind cannot be at a 100%. Plus, it has been scientifically proven that working out releases the happy hormone (endorphin) reducing the stress levels.*

*Get FIT to Feel AWESOME and be AWESOME!*

# GET TO WORK EARLY AND GET OUT EARLY

*What is the main reason you end up losing time at work? When you really think about it, most amount of time lost is spent talking to people about work or otherwise. What might take you 10 minutes to do when you are alone, will take you half an hour with others around.*

*There is nothing wrong in spending time with people but get most of your important work out of the way first. The best time to do this is in the morning! And when you finish work early, you have more time for yourself, friends and family in the evening!*

# SET REALISTIC GOALS

*Let's be honest now. As much as you might want to impress your boss by taking very less time to do it. Some things cannot be done fast. They take time.*

*Make it a point to be realistic about what can be done and in what amount of time. Having too much to do at one time is the prime cause for stress in most people.*



# CREATE CALENDARS AND LISTS

*The best way to keep track of what needs to be done?*

*Create a list and set times for each task. And most importantly, stick to them. Even when you make this list, be REALISTIC. Set a plausible number of tasks on your plate and don't go beyond that. If you start getting unrealistic with this list, your stress level will build proportionally.*

# TAKE BREAKS. THEY ARE GOOD

*Fact. When you sit in front of the computer for too long, you end up with a strained back and eyes. Plus, the lack of sunlight will get to you down psychologically.*

*Get up and take some breaks. Step out of your office into the open. Walk around. Step out for lunch as often as you can. This will reduce your stress levels and in turn boost productivity.*



# STAY AWAY FROM GOSSIP

*Voicing grievances among co-workers is normal but when it happens very often, it adds to the stress levels in the environment. Refrain from it.*

*Have a concern to share, go to your superiors. Take your stress factors and convert into positive inputs to improve the environment of your workplace.*

*If you have co-workers who indulge in this way too often, then create some distance between yourself and them for your own peace of mind.*



# LEAVE YOUR WORK AT WORK

*This one thing alone could make a world of difference!*

*Leave your work at your work place.*

*Taking it back with you home gains you nothing. You don't have the time to finish it at home and neither do you spend time with your family. Over a period of time, this alone can cause your stress levels to shoot up as you begin to feel the time crunch every where.*

# PICK UP A HOBBY

*It has been observed that those who make an effort to fill themselves with positive energy are in general happier in life and better at work. Dance, sing, make pots, take up self-defense, meditate, learn how to play an instrument. It does not matter what but do one thing that makes you happy!*

*Have kids? Need to make time for them too? Then take up a hobby that you can do with them! That way you get time for your hobby and your kids.*

# MAKE TIME FOR EVERYTHING IN THE DAY

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*Most importantly, don't ignore yourself or your family. The guilt of not giving them enough time alone , is enough to cause a spike in stress levels!*

# ADOPT STRESS RELIEF TRICKS

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*At times, work is hard and the pressure is high. Stress cannot be avoided. Take up quick relief tricks like meditation or a stress ball for days when it cannot be avoided.*

# BEAT STRESS WITH US! NEED MORE IDEAS OR GOT A FEW TO SHARE WITH US?

*contact us at*

*info@challenginghorizon.com*

*or you can leave a comment at*

*[http://challenginghorizon.com/stress-management-how-do-you-turn-stress-into-a-positive-thing/?utm\\_source=mailer&utm\\_medium=pdf&utm\\_term=stress%20management&utm\\_campaign=mailer](http://challenginghorizon.com/stress-management-how-do-you-turn-stress-into-a-positive-thing/?utm_source=mailer&utm_medium=pdf&utm_term=stress%20management&utm_campaign=mailer)*