

CORPORATED MANAGEMENT / HUMAN RESOURCES

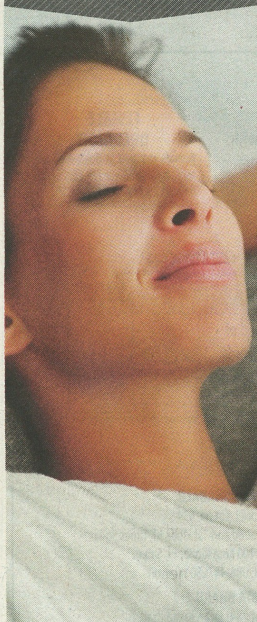
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TIPS

How to calm
your nerves



■ **Breathe!** Just take deep relaxing breaths and you will feel a bit better.

■ **Take a 10-minute walk.** This will help your body to relax and let off energy that may be leading to your anxiety.

■ **Listening to your favourite music** is another way to calm your nerves, as music can make you feel relaxed, joyful, excited, happy, and everything in between.

■ **Use positive affirmations.** Talking to yourself is always a useful self-care tool you can depend on, anytime you want to avoid a nervous break down, or lose control over your feelings.

■ **Talk to a friend or family.** Sharing one's problem with people you trust helps to relieve tension and may lead to you finding a solution.

■ **Do something fun.** Fun is always good to relieve stress and anxiety.

■ **Ask for assistance.** It can be helpful to receive support and/or get advice from family and friends during a difficult and stressful time.

OVERCOMING ANXIETY 9 STEPS TO RESTORE YOUR CONFIDENCE

YOU feel light headed, you have butterflies in your stomach, your heart rate has increased, and your palms begin to sweat. These are typical feelings of anxiety and nervousness.

Many things can make people feel nervous; you may be on a first date, or you may have a big test coming up. It is a natural and healthy emotion to be nervous. It is a tool that your body uses to notify that you should be alert and prepared, and without it, you have no idea that you need to tackle the given situation.

However, nervousness can overwhelm us and leave us feeling out of control, and it may indicate that you have an anxiety disorder and need help.

Below are some steps on how to treat nervousness. The key is not to let it control you.

■ STEPS

1 Relax and breathe - For most people, relaxation techniques such as taking deep, slow breaths, have been helpful in managing anxiety, as you are in control of how you feel and you have the power to calm down. If you take a moment to breathe deeply, it will release the tension in your body and clear your head. Once you can think clearly, you should be able to see that the situation is not as threatening as you perceived it to be.

2 Think Positive - It is a conscious choice how we choose to interpret any situation, and how we manage and cope with the challenges. So try to think and be positive when managing and coping with challenging situations. By doing this, you will



eliminate any negative thoughts which may lead you to become anxious and nervous.

3 Write your thoughts down - When the occurrence of nervous thoughts increases, it means your mind wants to make sure it remembers them. It is terrified about forgetting things that it thinks are important, and causes you to focus on them more than necessary. By writing your thoughts down, you are basically taking the information out of your mind and putting it in a permanent place, which should reduce your need to remember it.

4 Avoid stimulants such as nicotine and coffee

- The caffeine in coffee and nicotine in cigarettes can raise your heart rate, and possibly trigger anxiety. By avoiding coffee, tea, soda, and other products high in caffeine, you may be able to avoid being anxious and nervous.

5 Face your problem head-on

- Getting worried and anxious is not going to resolve the situation. Facing your problems head-on is just a way to shake off a bad situation that you should not ignore. If you can change the outcome of a situation that matters much

to you, the quickest way to overcome the fear is to take action as soon as possible.

6 Stay active - Physical tension is the hallmark of anxiety problems, and one of the main issues that affect those with intense nervousness. Incorporating some type of physical activity, whether it is exercise, or just moving around can help relieve that built-up tension inside you. Exercise releases endorphins into your bloodstream. These hormones give you a natural "high" to calm your nerves, and decrease the symptoms of anxiety.

7 Meditate - One of the most effective ways to overcome anxiety is to practice meditation, and making it part of your daily routine. Take a few minutes a day to clear your mind, center yourself, and concentrate on your breathing. Meditation can do wonders to ease your body and mind.

8 Laugh it off - As they say, laughter is the best medicine. You can use humour to release the underlying tension that you feel in a positive manner. Think of something that happened which is amusing, or find a comedy to watch. If you like jokes, get a joke book, and read or laugh along with it.

9 Talk to someone - Talking to someone who cares about you, or someone you trust is an effective way to control your nervous thoughts. Not only will you get valuable input, you will also find it harder to focus on what makes you nervous when you are talking to someone.

Compiled by 1Klifieds team