

PAPER : THE STAR (CLASSIFIEDS)

DATE : 19 MARCH 2013

PAGE : 01

Don't hit the panic button just yet

Reduce your stress levels and learn to recharge with a few simple steps

ANYTHING in excess is bad for health. A little stress is actually good for you, as it can serve to energise and help you function at your best.

However, too much stress can take a physical, as well as mental, toll on your health. Therefore, you should manage your stress levels to prevent debilitating conditions like depression and anxiety.

Practise these tips to help you manage stress:

Write it down

Are you feeling overwhelmed by the number of tasks you have to complete?

Don't panic. Instead, take a

few minutes to write down everything you need to do, in order of priority.

Break up the bigger tasks into smaller ones – you will find them easier to manage.

Next, give each task a specific schedule and time, so that you can check and ensure that you are on schedule.

A to-do list is a great tool to sort out all the bits and pieces floating about in your head. In fact, just writing the list makes you feel that you are making progress.

Cross out each task as you accomplish it – not only is this very rewarding, you will reduce your stress too.

One thing at a time

Focus your attention on one task at a time. It does not help to worry about all the other things you have to do.

Thinking about them only adds unnecessary

stress and could even hinder you from doing the task you are currently trying to accomplish.

Relax

Learn some breathing techniques to calm your mind and body. Search the Internet for the information you need. When you are calm, you tend to work more productively, so you will get your tasks done more quickly.

Delegate

You need not do everything all at once, and you need not do everything on your own.

Ask for help, get help or pay for help. When you begin to feel overwhelmed, consider hiring someone to help with the housework or ask a trusted friend or relative to babysit your children while you concentrate on getting your work done.

Delegate lower-priority work to your subordinates as they will be able to learn and you can focus on the more complex tasks at hand.



Taking a 10- to 15-minute break from your work can make you more productive. Visit a nearby cafe and sip a cup of coffee. – AFPpic

Reward yourself

You deserve it. Celebrate your accomplishments, no matter how big or small, before moving on to the next task.

Feeling happy and confident is an instant stress reducer, and you will be more motivated in your work.

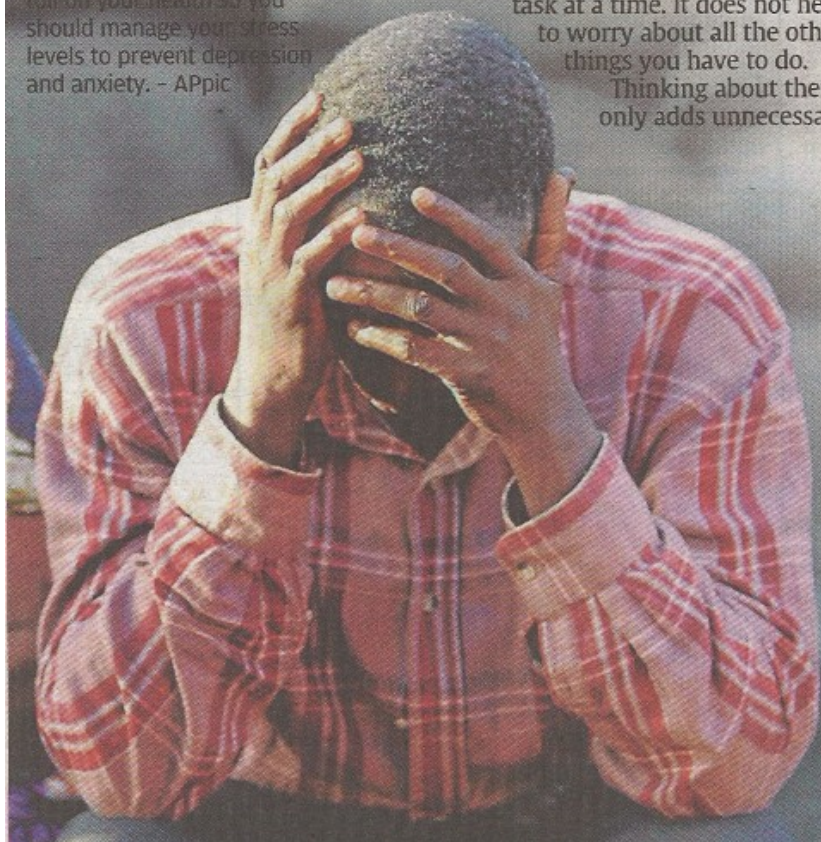
Take a break

Taking a 10- to 15-minute break from your work can actually make you more productive.

Visit a nearby café for your favourite cup of coffee, take a brisk walk or do anything to take your mind off work for a while. This is necessary to refresh and recharge.

If you cannot leave your office, sit back in your chair and close your eyes for 10 minutes. Visualise a peaceful landscape, let the muscles in your face relax and do your breathing exercises. – Singapore Straits Times / Asia News Network

Too much stress can take a toll on your health so you should manage your stress levels to prevent depression and anxiety. – APpic



Sit back in your chair and close your eyes for 10 minutes. – Filepic