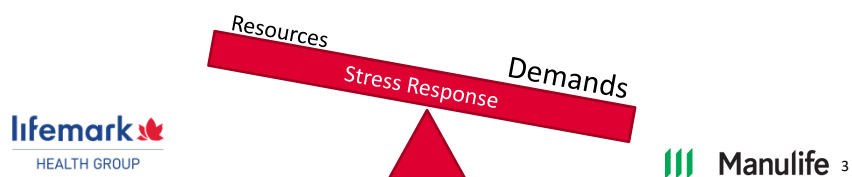


Agenda

- What is stress?
- Identifying and understanding stressors
- Stress management techniques
- Managing work-life balance
- Tips for time saving

What is stress?

- The body's response to a real or perceived threat
- A reaction to a situation, a person, or a thought
- Many people may feel overwhelmed, or feel like they can't fix the problem
- It can be difficult to concentrate, make decisions and feel confident
- Many people experience physical sensations

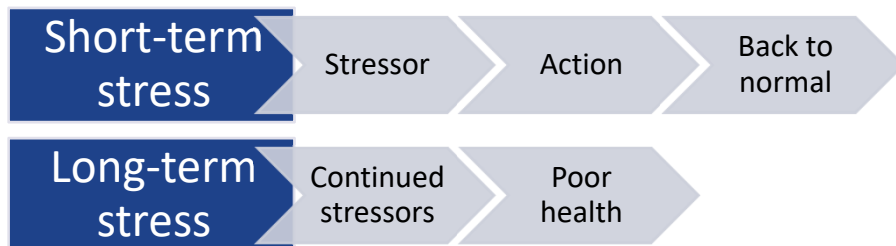


What is stress? (Cont'd)

- Stress is individual
- Stress is a perception
- Stress impacts everyone

"The arousal of mind and body in response to demands made upon them."

Long Term Effects of Stress



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Workplace Stress

- New or additional job responsibilities
- Insufficient training or resources to complete work
- Boundary Fatigue



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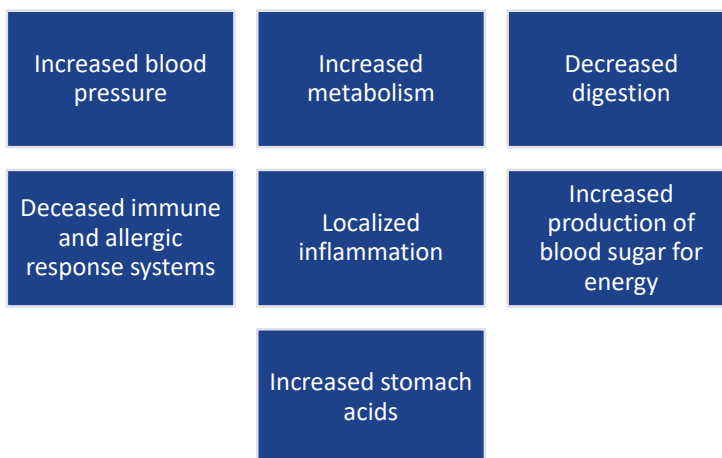
Signs & Symptoms

MENTAL	EMOTIONAL	BEHAVIOURAL	PHYSICAL
Inability to concentrate	Anxiety	Appetite Problems	Diarrhea or Constipation
Negative Thoughts	Feeling Resentment	Withdrawing from Friends	Disturbed Sleep
Lapses of Memory	Easily Angered	Poor Job Performance	Muscle Soreness
Poor Judgement	Feelings of Depression	Smoking & Drinking	Headaches or Migraines

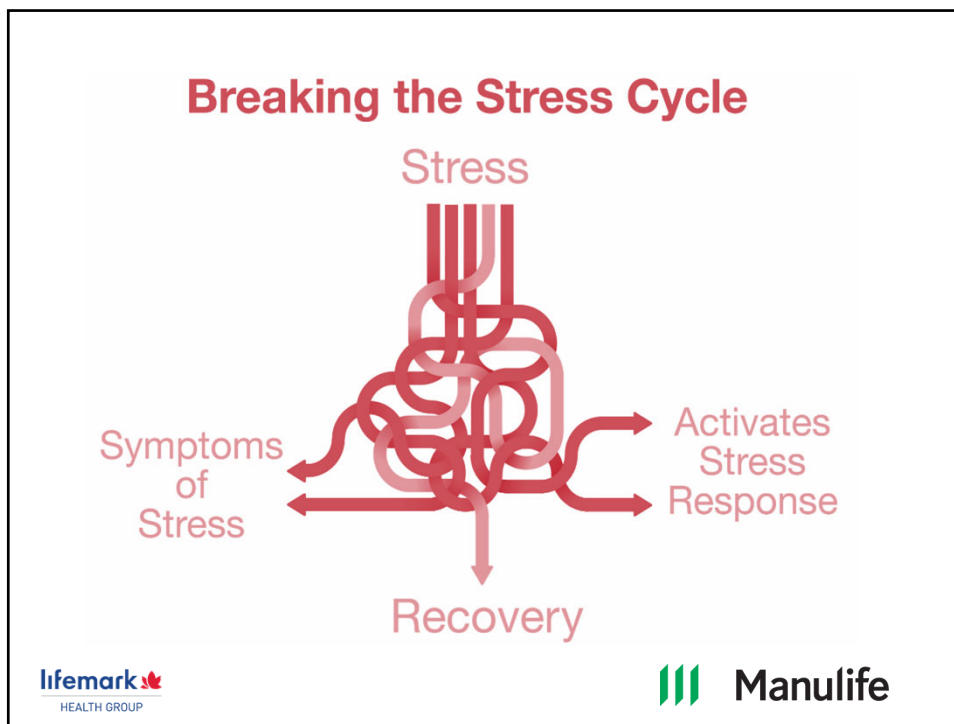


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Stress Response



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Challenge Your Perceptions!

1. Thought Awareness
2. Analyze Perceptions
3. Substitute Thoughts

“Nothing is good or bad, but thinking makes it so.”

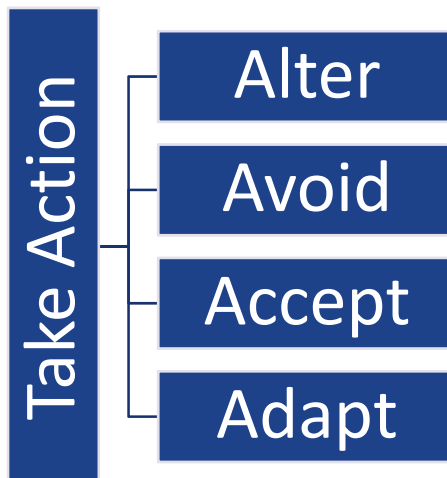
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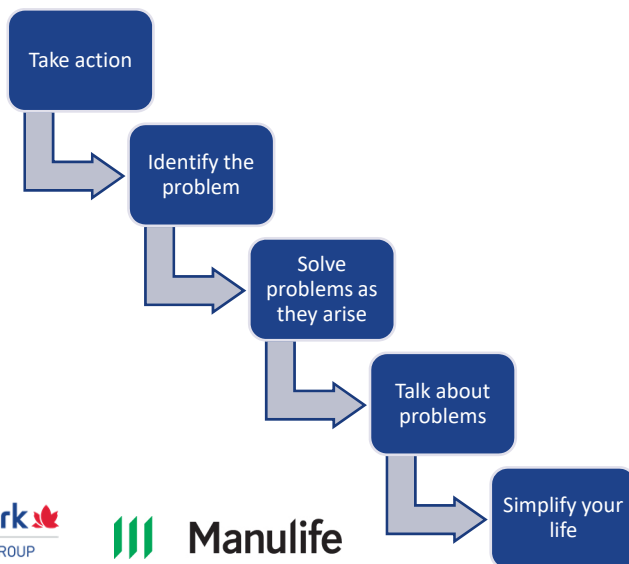
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Challenge Yourself!

- Acknowledge your feelings; substitute your *reaction* with *action*.



Some Tips



Dealing With Stress in the Workplace

- Remove yourself from situations, when possible
- Take short breaks throughout the day



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Dealing With Stress in the Workplace



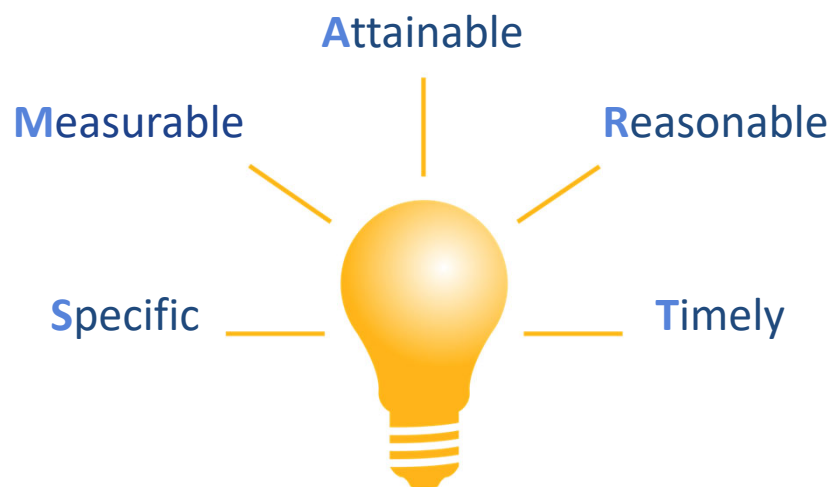
- Pick your battles wisely
- Practice kindness towards yourself and others
 - Don't try to be perfect
 - Ease up on criticism of others/self



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SMART Goals



Goal Setting

1. Create A Sense of Purpose
2. Control Your Future
3. Focus On What's Important
4. Increase Your Motivation
5. Get Faster Results
6. Make Better Use Of Time



Track Your Time

- Record how much time you spend on each of your activities
- Look for time wasters
- Total time should add up to 24 hours
- Where is all the time going?



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Make the Most of Your Time!

- Which activities can you drop altogether?
- What distractions can you limit, if not eliminate?
(e.g. check social media only twice a day and not at work)
- What can you delegate?
(e.g. tasks at work, household chores)
- Can you hire someone to assist you with some tasks?
(e.g. gardening, cleaning)



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All Stress Isn't Bad Stress



- Distress and Eustress
- Stress shouldn't be avoided
- Every individual has an optimal capacity for stress—a capacity that can be increased



General Tips for Mental Health

Build confidence	Eat right and keep fit	Make time for family and friends
Create a meaningful budget	Volunteer	Manage stress
Find strength in numbers	Identify and deal with moods	Learn to be at peace with yourself





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Stress Management Techniques

- Deep Breathing
- Meditation
- Muscle Relaxation
- Massage Therapy
- Exercise

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Relaxation and Deep Breathing

- Breathe your stress away
- Deep breathing is an excellent way to activate the relaxation response
- Get into a comfortable position
- Breathe slowly and deeply

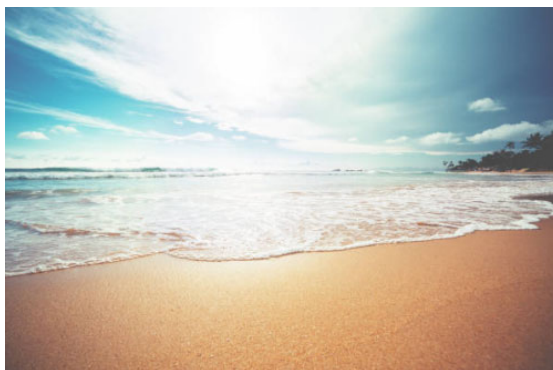


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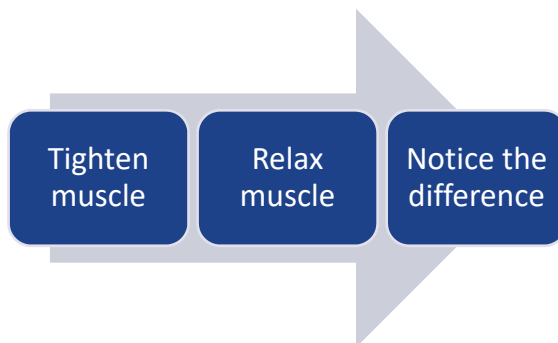
Clearing Your Mind

- Meditation
- Visualization
- Prayer



Muscle Relaxation

- Progressive Muscle Relaxation (PMR)



Exercise

- Offers a chance to think and reflect
- Boosts the immune system
- Less anxiety, depression and anger
- Releases endorphins
- Reduces physical symptoms associated with stress



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Remember!

- Everyone experiences stress
- Listen to your body
- Determine your stressors and reactions
- Use coping techniques that work for you



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Resources

- Access self-led telephone/online therapy for stress, anxiety and depression:
<https://bouncebackontario.ca/>
- CAMH Work-Life Balance Quiz:
<https://cmha.ca/work-life-balance-quiz>
- CAMH What's Your Stress Index?
<https://cmha.ca/whats-your-stress-index>



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Questions?



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References

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3. Government of Canada. (2018). *Workplace Stress – General*. Retrieved from <http://www.ccohs.ca/oshanswers/psychosocial/stress.html>
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