

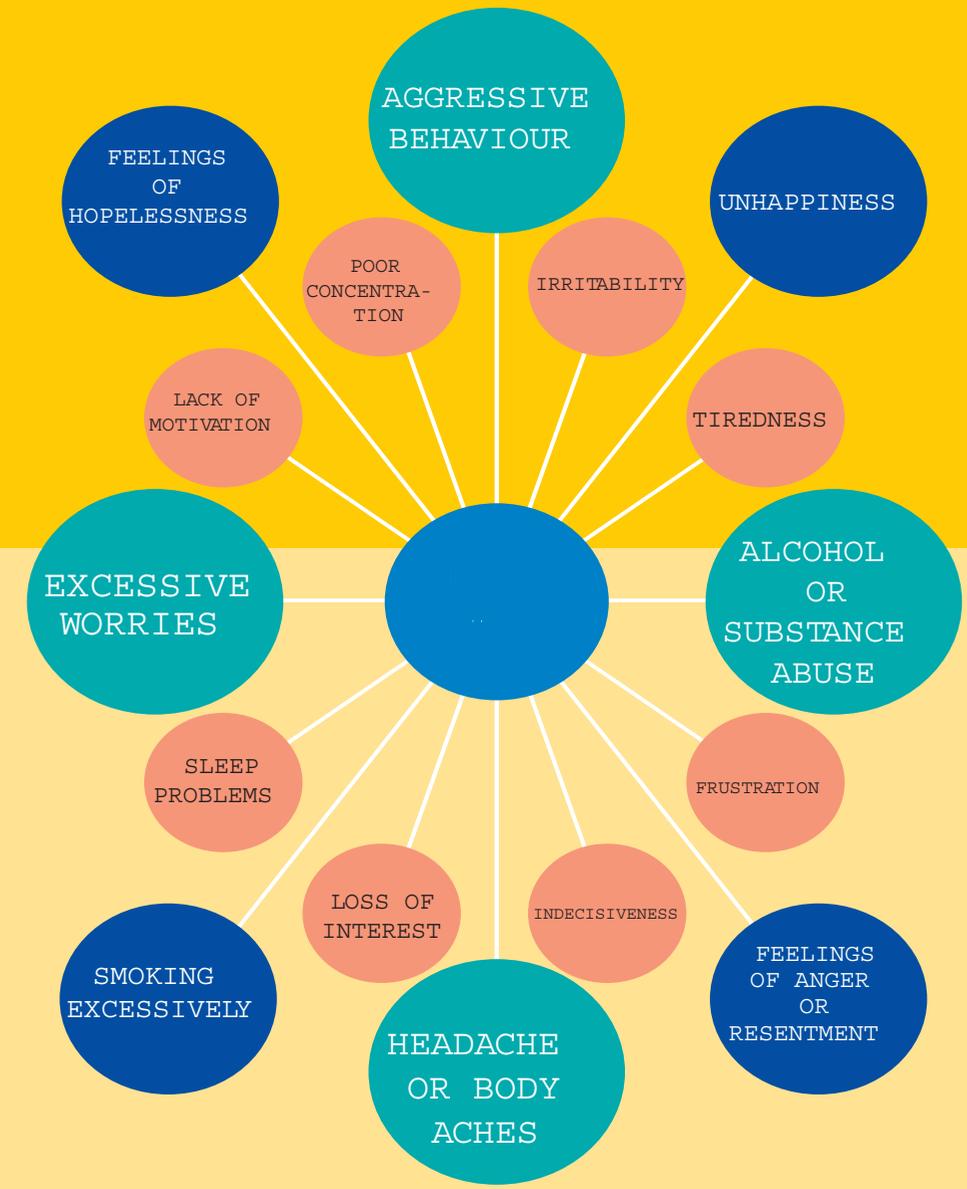
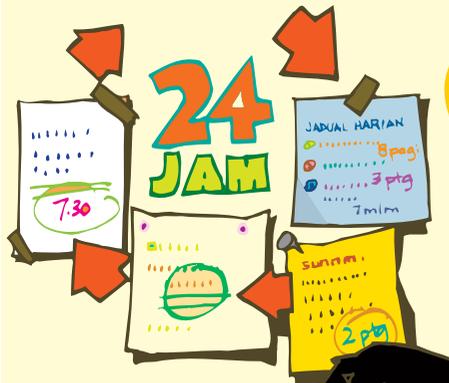
HANDLING STRESS AMONG WORKERS

7 Practise good time management

- Acknowledge that you have only 24 hours a day
- List your tasks and prioritise them
- Learn to delegate effectively

8 Practise a healthy lifestyle

- Exercise regularly
- Eat healthily
- Do not smoke
- Make time for leisure and recreation
- Learn to relax (music, meditation, etc.)



WORK STRESS...

...Occurs when workers perceive that their work demands and pressure exceeds their knowledge and abilities

SOURCES OF WORK STRESS

- Unclear organizational objectives and structure
- Poor career development, status and pay
- Conflicting roles
- Monotonous and meaningless tasks
- Too much or too little work
- Long, inflexible hours
- Unsupportive colleagues or bosses
- Interpersonal conflict
- Conflicting demands of work and home

1 Foster social support within the workplace

- Be friends to your colleagues
- Share your problems with a trusted person

2 Practise rational and positive thinking

Negative or irrational thoughts, beliefs or feelings often lead to misinterpretations. If this occurs:

- Do not allow the misinterpretations to affect your feelings and actions
- Check your facts to see if your interpretation of events is accurate
- Replace irrational and negative thoughts with ones that are

3 Communicate effectively

- Be a good listener
- Communicate in an assertive manner
- Express your ideas in a clear, direct and firm manner
- Respect your colleague's opinion

STEPS ON HOW TO MANAGE WORK STRESS



4. Handle criticism well

When you are being criticised:

- Stay relaxed
- Decide what to believe

If the criticism is constructive and accurate, accept and take steps to correct the situation.

5 Learn effective anger management

Three important steps:

- **Stop** : acknowledge that you are angry and cool down
- **Think** : organize your thoughts
- **Do** : cope with the problem

6 Deal with your problems effectively

When you perceive that the situation can be changed, use the IDEAL technique:

- **I** : Identify the problem
- **D** : Describe possible options
- **E** : Evaluate pros and cons
- **A** : Act based on the best possible option
- **L** : Learn from the process

When you perceive that the situation cannot be changed, learn to deal positively with your emotions by sharing your feelings with trusted ones,