

Job Aid: Identifying Stress Worksheet

List specific examples of stressors you are experiencing in both your work and non-work environments. (Remember that these are stressors within your control.) After listing stressors in each quadrant, go back and choose the top three stressors you face. This will help you pinpoint where you need the most improvement and will help you identify from what environment the stress is occurring.

Type of Stressor		Stressors in Your Work Environment	Stressors in Your Non-Work Environment
<p><i>Chronic:</i> Ongoing stressful conditions or events.</p>			
<p><i>Episodic:</i> Events causing you a certain degree of disruption, but that are not ongoing.</p>			

Sources of Wasted Time at Work

Review the list below and indicate the major contributors that waste your time at work. This will help you further pinpoint where you need improvement, and can help alleviate your stress. Begin by selecting only one or two for which you have control and make a commitment to minimize the amount of time you waste in this area or areas.

Time Waster	What I Will Do
• Phone calls	
• Co-workers or others who simply drop in while I'm working	
• Disorganized desk	
• Lack of objectives (either long or short-term)	
• Scheduled (and unscheduled) meetings	
• Inability to say, "no"	
• Inaccurate or incomplete information	
• Crisis situations	
• Unrealistic time expectations	
• Poorly defined priorities	
• Indecision	
• Procrastination	
• Too much involvement in details that could be handled by others	
• Unclear or inadequate instructions	
• Waiting for information or for a "go" signal from someone else	

Nutrition Evaluation

Analyze the frequency with which each of the following statements applies to your eating habits.

Think in terms of a scale ranging from always to never.

	Always		Sometimes		Never
1. I am open to changes in my eating habits.	1	2	3	4	5
• I eat slowly.	1	2	3	4	5
• I maintain my recommended weight.	1	2	3	4	5
• I eat a well-balanced breakfast to start the day.	1	2	3	4	5
• I eat raw fruits and vegetables.	1	2	3	4	5
• I plan my meals and try to use healthy recipes.	1	2	3	4	5
• I take time for eating in a relaxed atmosphere.	1	2	3	4	5
• I eat regularly and avoid binge eating.	1	2	3	4	5



Progressive Relaxation Worksheet

Take twenty minutes and practice this protective relaxation technique each day for the next few weeks. You should feel more relaxed during the exercise and the long-term benefits will begin to accrue.

1. Sit in a comfortable position and close your eyes.
2. Concentrate on breathing slowly and rhythmically.
3. Focus on the muscles in your lower body and begin to relax them systematically, moving from your feet to your ankles, lower legs, thighs, and hips.
4. Ignore all distracting thoughts.
5. Repeat this process, focusing on parts of your upper body: hands, lower arms, upper arms, shoulders, and neck.
6. Relax your head muscles including jaws, cheeks, and eyebrows.
7. Gradually experience a sense of calm throughout your entire body.

Open your eyes and sit quietly for a few minutes before you get up.



Action Plan Worksheet for Managing Stress

This worksheet is to help you document your action plan. Don't skip steps and thereby short-circuit the process.

The Situation
The stressor I want to address:
The roadblocks that might hinder me:
I can overcome these negative factors if I do the following:
The supporting factors that will help me in this situation include:
How I will manage the situation
Stress management technique #1(short-term or long-term)
Stress management technique #2(short-term or long-term)
Stress management technique #3(short-term or long-term)



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1. I will know I have been successful when the following occurs:

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Assessment

1. As I implemented the stress management technique, I observed the following...

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1. The next time, to improve in managing the stressor, I would...

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1. The concrete, forward step I made in stress management is...

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HOW TO STAY STRESSED

By David J. Sternbach, DCSW, 2005

Set impossibly high performance standards.
Compare your playing only against the Masters of the Century.
Take all criticism as absolute, and take it personally.
Worry about factors in performance that are beyond your control.
Change equipment as often as you can.

Identify each performance as an assessment of your value as a human being.
View performing not as fun, but as something to resent.
Condemn your mistakes without mercy.

Don't exercise.
Eat anything, anytime you want.
Smoke. Don't fasten your seat belt.
Avoid all meditation and relaxation.
Drink alcohol, use stimulants, take drugs.

Stay disorganized.
Take on too much.
Rate everything as critically important.
Ignore support networks.
Don't ask for help.
Eliminate your sense of humor.

Stay in the victim position.
Take no responsibility for your thoughtless behavior.
Misuse the friendship of others for your short-term advantage.
When in doubt, blame someone else.

REMEMBER: To err is human. To blame someone else is even more human.