



STRESS AT WORK

Is your job a major stress in your life?

One-fourth of employees view their jobs as the number one stressor in their lives
- Northwestern National Life

What is job stress?

It can be defined as the harmful, physical, and emotional responses that occur when the requirements of the job do not match the capabilities, resources, or needs of the co-worker. Job stress can lead to poor health and even injury.

What causes job stress?

If you can figure out the cause of your stress then you will be better able to manage the stress.

Possible causes of job stress:

- Overwork-working late, taking work home, not taking a vacation
- Impending layoffs
- Being in the wrong career
- Conflict with boss or co-workers

Job stress and illness

Early warning signs:

- Job dissatisfaction
- Sleep disturbances
- Short temper
- Headache
- Low morale
- Disturbed relationships with family and friends
- Increased use of drugs or alcohol

Long-term problems:

- Cardiovascular disease
- Musculoskeletal disorders
- Psychological disorders

<http://www.cdc.gov/niosh/stresswk.html>
<http://editorial.careers.msn.com/articles/stress/>

Ways to manage job stress

1. Know the enemy

What, exactly is stressing you out? Without knowing the root of the problem you are unlikely to resolve it.

2. Let go

Recognize the differences between the things you can control and the things you cannot. Make a list of these two categories. Starting today make a pact with yourself to stop stressing about things in your job you have no control over.

3. Beware of the to do list

Take note of all the good work you do and give yourself credit for it. Set short-term goals and allow yourself to take satisfaction in achieving them.



4. Develop tough skin

Try not to personalize any criticism you receive. Look at negative comments as constructive criticism that allows you to improve your work.

5. Share the load

Delegate or share work whenever possible. Don't fall into the trap of thinking you are the only person who can do this job right.

6. Don't make work a four-letter word

Job stress builds when your mind is constantly focused on work. Strive for balance in your life. Make time for family, friends, hobbies, and most importantly, FUN!

