

MedBen

WellCare

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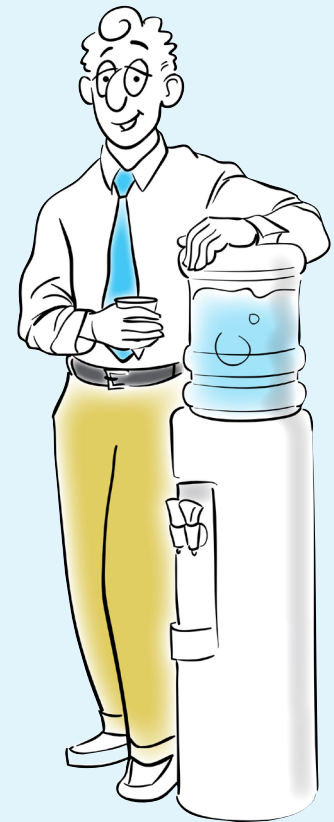
Don't Let Workplace Stress Overwhelm You

Be it too many tasks, an uncooperative co-worker, or a problem at home that's affecting your concentration, everyone experiences workplace stress to some degree. The average worker can have as many as 100 projects on the agenda, so it's understandable to feel your job spinning out of control now and again. The key is to get a handle on things before they overwhelm you.

Workplace stress doesn't just take an emotional toll – it can do physical damage as well. Mental anxiety can make it harder to control diabetes, increase your risk for coronary heart disease, and even raise your cholesterol level. So don't take the warning signs for granted.

When you're feeling the symptoms of stress, such as irritability, headaches, fatigue or stomach problems, be proactive. Meet with your boss about your workload, or speak to your Human Resources representative if a co-worker conflict threatens to boil over.

Even if you're not overly stressed, studies suggest that removing yourself from the office for just 30 minutes allows you to get away from daily interruptions and helps to clear your mind. And when you can't take a break, just a series of quick deep breaths for 90 seconds at your desk can help you relax and improve your focus.



Take Control by Managing Workplace Stress

Manage your time.

- Create a balanced schedule between work and home.
- Don't over-commit yourself.
- Try to leave earlier in the morning.
- Plan regular breaks.

Manage your tasks.

- Prioritize tasks.
- Break projects into small steps.
- Delegate responsibility.
- Be willing to compromise with others and find a sensible middle ground.

Manage yourself.

- Get regular exercise.
- Don't smoke.
- Drink only in moderation.
- Get eight hours of sleep.
- Make good food choices, and eat small but frequent meals.
- When in doubt, talk it out!