

Top 12 Tips for Managing Stress

1. **Get** a good night's sleep—at least seven hours each night.
2. **Pace** yourself. Learn to delegate and say no.
3. **Think** before you act. Keep your emotions in check.
4. **Write** down your daily and weekly plans. Set your schedule and prioritize.
5. **Take** a daily break. Find 20 minutes each day to get away from it all.
6. **Declutter** your workplace and living space.
7. **Ask** for help. Call on friends and family for support.
8. **Keep** a positive attitude. Learn to laugh. Don't sweat the small stuff.
9. **Stand** up and stretch one time every hour.
10. **Take** 10 slow, deep “belly” breaths to help you relax.
11. **Disconnect** from technology every few hours.
12. **Contact** LifeSolutions at **<phonenumber>** or **<website>** for additional support.

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