

30 Ways To Manage Your Stress

**ENCLOSED ARE 30 IDEAS
FOR YOU TO USE TO MAKE
YOUR LIFE MORE
MANAGEABLE IN TIMES OF
GREAT UNCERTAINTY.**

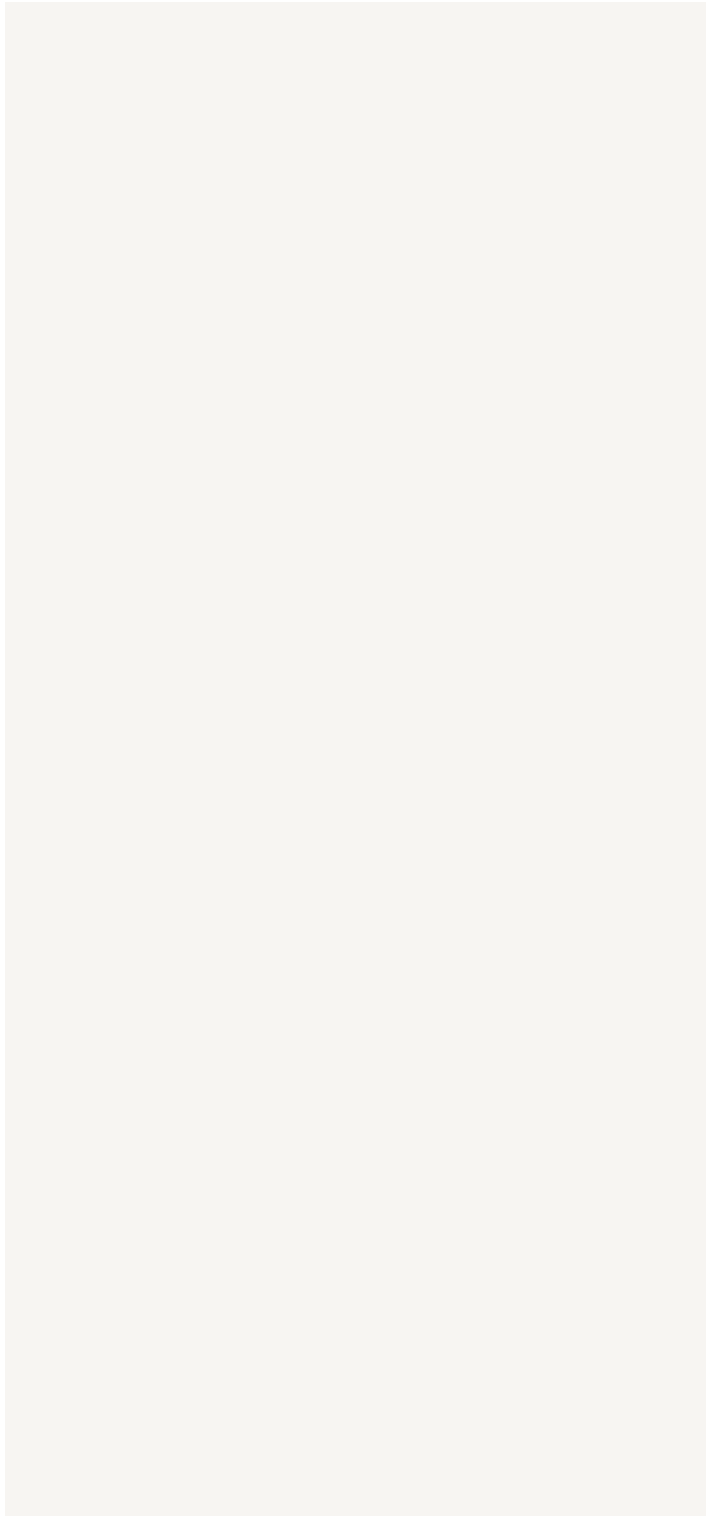
CAPITALISE

Purposeful, practical and people-centred.

NOTES

- 1. Do your intense pieces of work every day in short bursts and schedule them when you feel at your most energised to maximise your productivity.**
- 2. Reduce the noise around you as much as possible – take time out from the news, your laptop and social media.**
- 3. Make sure you don't tackle all the tough stuff in one day!**
- 4. Find a weekly planner that works for you and complete it consistently. Don't forget to allow for 10-20% contingency time so you nail your to do list on a regular basis.**
- 5. Activate yours and others reward network by thinking about and acknowledging past and current achievements.**
- 6. Do daily mind and body exercise – even if it's short and sharp, make sure you do it**
- 7. Create boundaries – don't over commit yourself and don't be available 24/7.**
- 8. Be self-aware when you are being overly emotional. Analyse and decide what's the root cause, and then put an action plan in place to address a better future outcome.**

NOTES



9. There's a lot of apps out there that can help you manage your mental health, take a look here as a starting point -

<https://www.nhs.uk/apps-library/category/mental-health/>

10. Manage your, and if you're a leader, your team members' workload – being overloaded with work is still the highest contributor to stress in the workplace

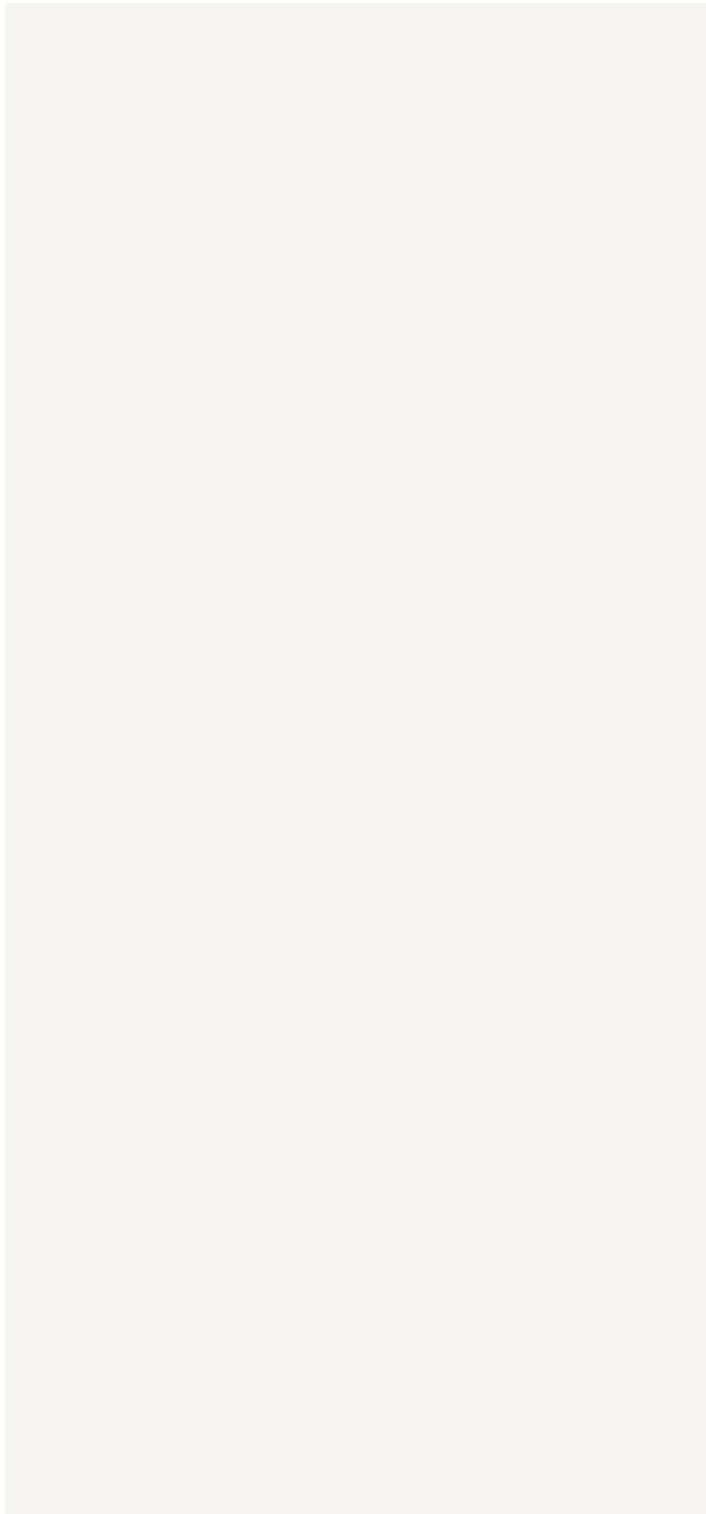
<https://isma.org.uk/facts-about-stress>)

11. Reframe a stressful situation – how can you position it differently so it doesn't feel so overwhelming to deal with?

12. Be aware of things that trigger you. Give yourself space and time to respond, instead of reacting in the heat of the moment.

13. Don't skimp on sleep – free guided sleep meditations can be found in abundance on the internet and you should be aiming for a minimum of 7hrs kip per night.

NOTES



14. Resist perfection – almost good enough will do!

15. Stay away from conflict and gossip.

16. Manage the balance between being empathetic and getting too caught up in other people's emotions.

17. If you're the boss, role model the right behaviours and ways of doing and being.

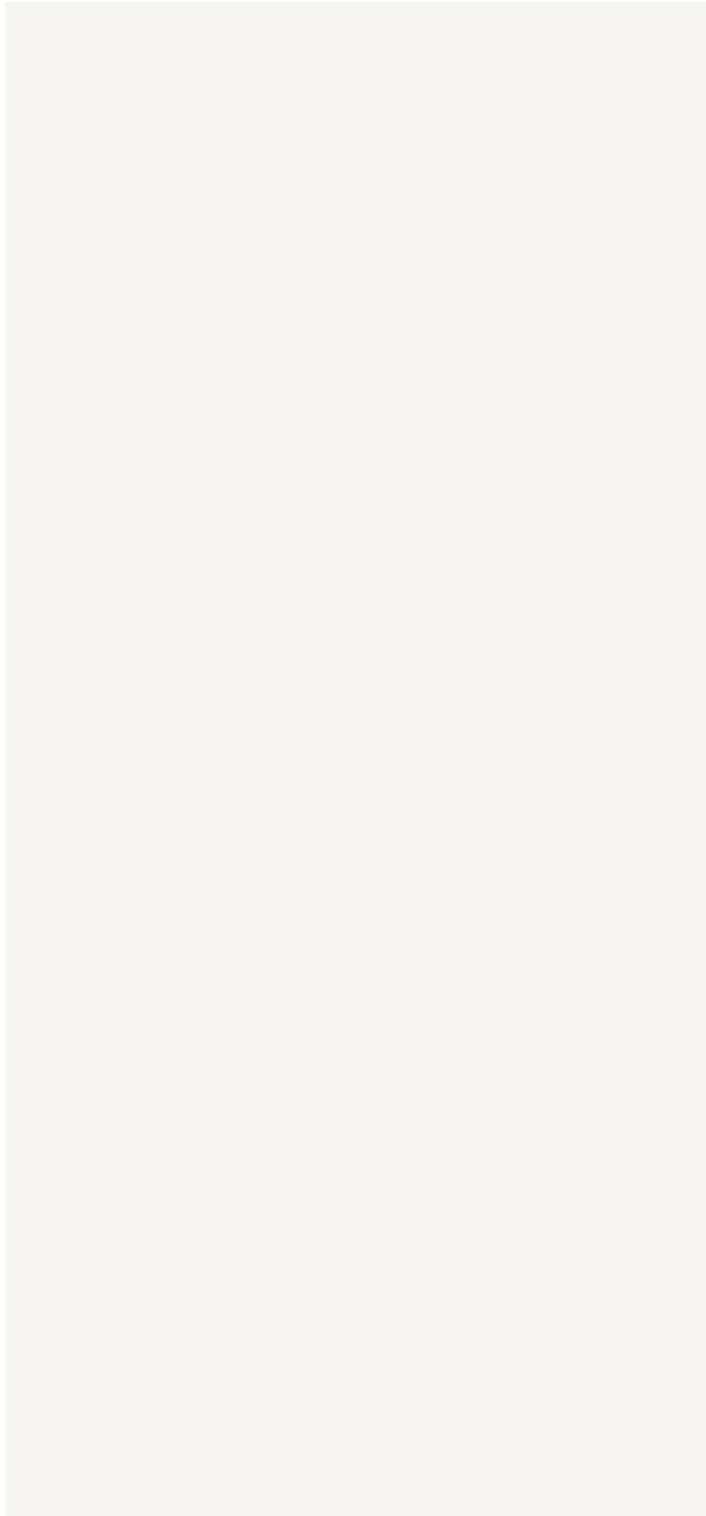
18. Connect with people who raise your energy levels and avoid those that don't!

19. If you're feeling overwhelmed try this simple breathing exercise. Breathe in for 5 counts through your nose, hold for 3 counts and breathe out for 5 counts - repeat 5 times.

20. Stop and physically walk away from emails that could cause conflict/anger. Only when you're calm and measured reply.

21. Use Appreciative Enquiry as a technique to focus on the positive and practical.

NOTES



22. Give yourself space and time away from your heavy workload to re-energise and allow for creativity to spark.

23. Reframe and reinterpret events so you can perceive them more positively.

24. Think of friends and family or work colleagues who make you laugh or inspire you and stay in touch with them regularly.

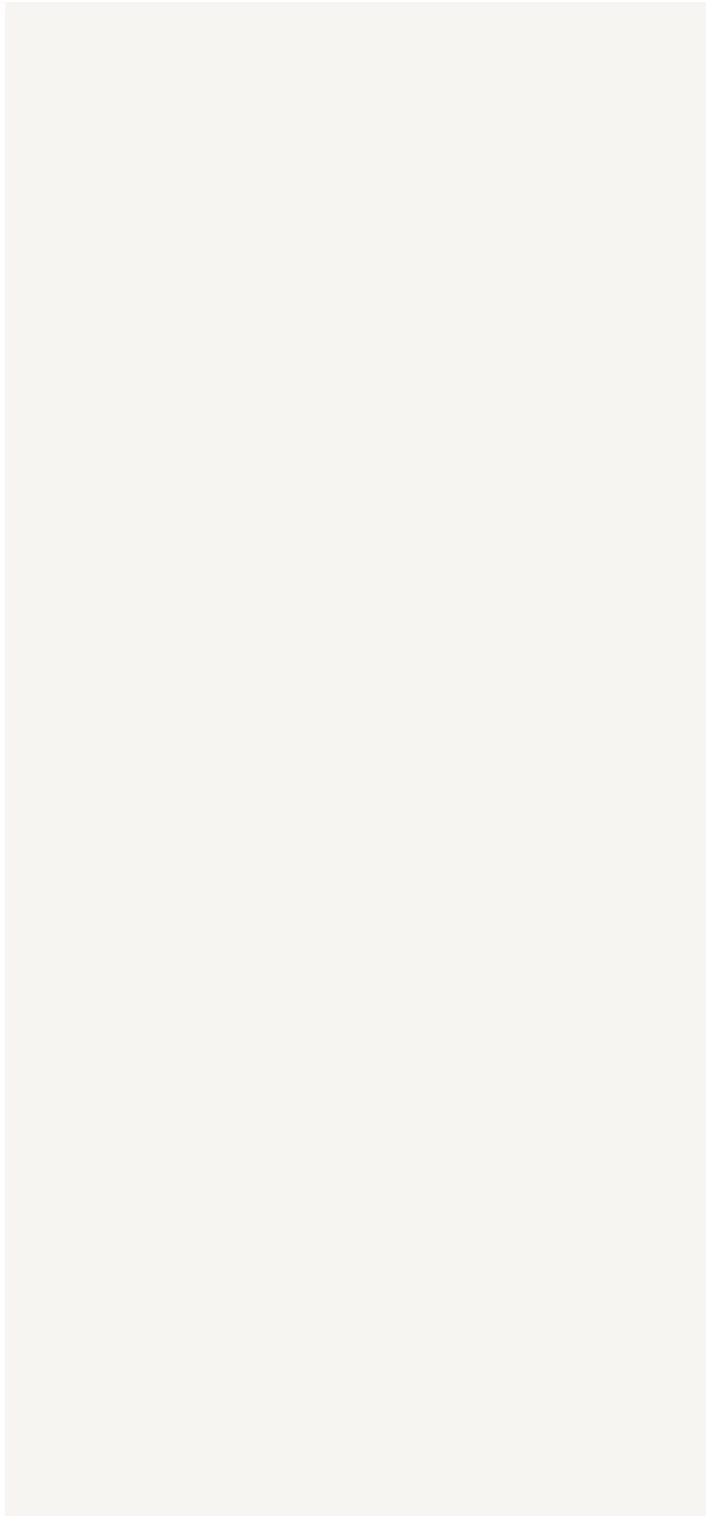
25. Set a positive intention for the day and keep it top of mind, even if the going gets tough in parts.

26. Think back to a time when you felt truly happy and visualise and feel it – it'll help swing your mood.

27. Find tools that help manage others expectations of your time. Such as set your out of office to 'in meetings this morning'.

**28. The Heartmath has a wealth of tools and interesting articles to help you manage your stress. You may even want to take their personal wellbeing survey to see how you are faring.
<https://www.heartmath.org/resources/personal-well-being-survey/>**

NOTES



29. Go for a walk and connect back to nature. Really take in what's around you. Inhale for ten, exhale for ten as you take in your surroundings. 10 minutes is better than 0 minutes.

30. If you have a pet, set aside at least 5 minutes a day to have a game or chill out together. Alternatively, do something that you love and energises you

NEXT STEPS

Identify the practical ideas that resonate with you and start to put the actions into your weekly/daily planner.

There's a Capitaliser Weekly Planner you may want to use moving forward. Download it at capitalisepformance.com/resources.

When you're feeling particularly stressed or dealing with a stressful situation, dive back into this document and see if any of the ideas can support you.

WE'RE HERE TO SUPPORT YOU WITH YOUR CAREER AND BUSINESS TO MAKE THE UNCERTAIN MORE CERTAIN.

We're here to support you if you're going through a career transition or facing a tricky work situation. We're experts in culture change, leader/team performance and strategic communications.

Here's some of our programmes that could help you in these uncertain and changing times:

- **THE FEMALE CAREER ACCELERATOR PROGRAMME** in partnership with Shape Talent (for ambitious, talented women who want to progress)
- **LEADING THROUGH CHANGE AND UNCERTAINTY PROGRAMME** (for people leaders)
- **THE FIRST 100 DAYS CAPITALISER** (for leaders transitioning to a new role/company)
- **THE CULTURE CAPITALISER PROGRAMME** (for companies and teams who want to create purposeful, healthy, high-performing cultures that last)

TO FIND OUT MORE, GO TO [CAPITALISEPERFORMANCE.COM](https://capitalisepreformance.com)

