

## *✿ Twenty Ways to Reduce Stress ✿*

- 1. Work no more than 10 hours daily.*
- 2. Have at least 1.5 days each week away from normal work routine.*
- 3. Allow at least half an hour for each meal.*
- 4. Eat slowly and chew well.*
- 5. Listen to music.*
- 6. Practice relaxation and meditation.*
- 7. Walk, talk and move more slowly.*
- 8. Smile and respond cheerfully when meeting someone.*
- 9. Plan one 'away from it all' holiday each year.*
- 10. Take 20 minutes exercise daily, preferably outdoors.*
- 11. Examine your eating habits and balance your diet.*
- 12. If emotional or sexual relationships are upsetting you, take advice.*
- 13. If you are unhappy at work, take stock and look at choices, e.g. new areas of work, retraining or agencies.*
- 14. cultivate a creative, rather than competitive hobby, e.g. gardening, painting or DIY, and spend time on it.*
- 15. Have a regular massage or join a yoga class.*
- 16. concentrate on the present rather than dwelling on past events or future uncertainties.*
- 17. Work and act methodically, i.e. finish one task before starting another.*
- 18. Express your feelings openly and without antagonism or hostility.*
- 19. Do not accept or set yourself unrealistic deadlines.*
- 20. Do not rely on drugs, blaming others, or other props in order to cope - accept personal responsibility for your life.*

