

# UNDER PRESSURE

Managing Workplace Stress

Presented by  
Cigna Employee Assistance Program



## SEMINAR GOALS



- Identify the source of work stress
- Understand what stressors are under your control
- Recognize the importance of balance in your work and personal life
- Explore effective coping strategies for reducing stress
- Know the benefits of your Employee Assistance Program (EAP)

# Do you...

- Still feel exhausted after a refreshing weekend or vacation from work?
  - Find yourself working longer and longer while getting less done?
- Keep your work cell phone or laptop constantly at your finger tips?
  - Find yourself cutting corners with your health, ethics, and/or relationships?
    - Know you need help but can't "afford" to take the time for it?
- Feel as if your loved ones are paying for your stress?
  - Find it difficult to switch off mentally from work-related tasks or problems?

# SIGNS OF TOO MUCH STRESS

## Mental/Emotional Signs:

- Feelings of anger or frustration
- Irritability
- Inability to concentrate

## Behavioral Signs:

- Disrupted eating patterns
- Job performance problems
- Conflicts with other people
- Increased tobacco or substance use
- Communication difficulties

## Physical Signs:

- Frequent illness, such as colds
- Feeling tired
- Headaches
- High blood pressure
- Muscle aches, tension
- Constipation or diarrhea
- Upset stomach
- Sweating
- Unable to sleep well



# WHAT'S THE SOURCE OF YOUR WORK STRESS?

Environmental

Situational

Physical

Mental



# WHAT CAN YOU CONTROL?

## Identify the stressors you *can't* control

Examples include:

- Traffic
- Tight deadlines
- Job change

## Identify the stressors you *can* control

Examples include:

- Lack of sleep
- Sedentary position
- Conflict with a coworker



# MANAGING THE SOURCE OF YOUR STRESS



## Managing mindsets

- Internal – managing what you expect of yourself
- External – managing your actions in response to stressors

# MANAGING THE SOURCE OF YOUR STRESS



## Building balance

- Between work and personal **time**
- Between work and personal **focus**
- Between work and personal **growth**

**Balance** is often cited as one of the most important elements of a happy and healthy life.



# EFFECTIVE RESPONSE STRATEGIES



## Preventative

Being prepared

What can I do *if* \_\_\_\_\_ ?

## Immediate

“In the moment” solutions

What can I do *right now* to improve the situation?

## Restorative

Don't replay an event *after* it occurs

What can I do now that \_\_\_\_\_ ?

# STRESS TOOLBOX: PRIORITIZE, ORGANIZE, AND MANAGE YOUR TIME



- Establish priorities
- Create a “to do” list
- Use your down time
- Use technology
- Avoid perfectionism

**Focus** on tasks that are meaningful and important

# STRESS TOOLBOX: PRIORITIZE, ORGANIZE, AND MANAGE YOUR TIME



- Put off procrastination
- Get help in prioritizing tasks and deadlines
- Don't spread yourself too thin
- Build flex into your schedule
- Be prepared

Set healthy personal boundaries

# STRESS TOOLBOX: PRIORITIZE, ORGANIZE, AND MANAGE YOUR TIME

## Start now!

- ✓ Establish a few major objectives each day and achieve them
- ✓ Set time limits for each task
- ✓ Eliminate one time-wasting or unimportant event each week
- ✓ Build “your time” into each day
- ✓ Observe others around you and ask for time management suggestions



## STRESS TOOLBOX: FOCUS ON THE POSITIVE



- Start your day on a positive note
- Greet people with a smile
- Try to see the value in mistakes
- Don't let negative people get to you
- Be confident

## STRESS TOOLBOX: MAKE THE MOST OF YOUR BREAKS!

- Take a 5-minute walk to clear your head
- Exercise over your lunch break
- Browse a favorite website on your phone
- Read up on your next vacation destination
- Check out movie or play reviews
- Listen to your favorite music on headphones
- Go offsite or do something unrelated to work
- Sit outside on a sunny day and daydream



# STRESS TOOLBOX: RELEASE THE STRESS



## The benefits of EAP

- Face to face sessions
- Confidential
- Prepaid
- Unlimited telephonic consultation
- Available 24 hours a day, 7 days a week
- Household benefit
- Work/life support such as eldercare, childcare and pet care
- Financial services
- Legal services



## REFERENCES

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