



*Managing the stress that is a result of juggling challenging careers, busy family lives, and myriad personal concerns requires careful thought and deliberate planning. Consider these basic strategies*

*for coping with stress and moving toward a more balanced way of life. This participant handout is discussed in stress management and work-life balance seminars.*

1. Be realistic about timeframes. Allow for transitions and down time.
2. Let go of the compulsion to "get it all done." Accept that there will always be projects in progress.
3. Consider keeping a journal. Write in it regularly.
4. Re-examine your standards for housekeeping. Learn to let go.
5. Permit yourself brief "meditative moments;" allow yourself to simply be.
6. Purchase goods and services that buy you time.
7. Learn to say "No" to things that are not of utmost importance to you.
8. Try to do less demanding tasks when you are feeling stressed.
9. Learn to recognize when you are tired, hungry, or irritable.
10. Ask yourself, "Is this the life I really want?"