

Stress Management 101

Presented by
CIGNA Employee Assistance Program

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Seminar Goals

- Learn what stress is and what causes it
- Learn how to manage stress
- Become familiar with the elements of a healthy support system
- Learn self care and self management skills
- Practice relaxation skills
- Develop a personal stress care plan



Behavioral/Emotional

- Irritability
- Feelings of anger or frustration
- Increased tobacco or alcohol use
- Disrupted eating patterns
- Communication Difficulties

Physical

- Headache
- Low energy
- Upset stomach
- Muscle aches
- Sexual Difficulties
- High Blood Pressure
- Difficulty Sleeping

Possible Causes of Stress

- Personal Relationships
- Financial commitments
- Major Life Events
- Work
- Lack of sleep
- Illness



Managing Stress

- Develop support systems
- Take care of yourself
- Take charge of your time
- Resolve Conflict
- Relax
- Know how to manage change



Supportive people are those who:

- Listen
- Provide honest feedback
- Support
- Nurture
- Respect

- Avoid perfectionism
- Engage in positive self-talk

- Practice being assertive
- Assess effect of workaholism

- Vary work and play activities
- Relax
- Exercise
- Nutrition

- Plan/prioritize daily
- One project at a time
- Know your peak time
- Don't procrastinate/set deadlines
- Reward yourself
- Organize
- Delegate

Resolve Conflict

- Identify unresolved or displaced anger
- Create win/win solutions

Relaxation

- Schedule “do nothing” time
- Laugh
- Avoid the “happy hour trap”
- Practice relaxation techniques

Managing Change

- Plan changes thoughtfully
- Make easy changes first
- One change at a time
- Practice change for 3 weeks
- Assess enjoyment level and results
- Keep or drop change
- Be patient

References

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