

# SECRETS TO REDUCING STRESS AT WORK

## Participant Materials

 **Rockhurst Audio Conference Series**  
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# Participant Notebook

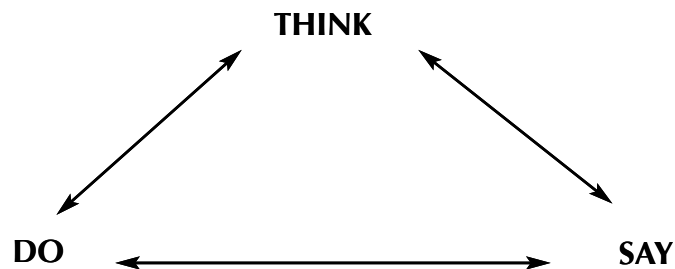
## A Look at Stress Statistics

- Stress is a \$150 billion expense to business.
- 46% of workers describe their jobs as “very stressful.”
- 14% quit their jobs because of stress.
- 75% of medical complaints are stress related.
- Every 42 seconds someone dies of a stress-related illness.
- 92% of you are experiencing stress right now.

## Good Stress — Bad Stress

- Time — how long does it last?
- Direction — are you compelled to advance or retreat?
- Result — what are the outcomes?

## Perpetual Cycle of Stress



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# Participant Notebook, continued

## What Stressors Most Affect You Right Now?

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## Common Causes of Stress

1. Time
2. Money
3. Relationships
4. Health
5. Job
6. Other

# Participant Notebook, continued

## What to Do About It

Three ways to reduce the impact of this cycle:

1. Know how each point of the cycle impacts you.
2. Learn what to do about it.
3. Take action.

## What You Think

### How It Impacts You

Perspective — your friend or enemy?

### Three Powerful Truths About Perspective

1. Choice — you decide
2. Evidence — you will support your choice
3. Quality of life — determined by perspective not possessions

## What to Do About It

P \_\_\_\_\_

S \_\_\_\_\_

I \_\_\_\_\_

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G \_\_\_\_\_

T \_\_\_\_\_

# Participant Notebook, continued

## Useful Ideas

1.

2.

3.

## What You Say

### How It Impacts You

- Awful-ize, catastroph-ize, terribl-ize
- Comparative suffering
- Lack of boundaries

# Participant Notebook, continued

## What to Do About It

- Know and practice your Seven Personal Bill of Rights.
  1. Think of yourself first.
  2. Manage your own life.
  3. Stand up for yourself.
  4. Influence others.
  5. Behave as you choose.
  6. Say “I don’t know.”
  7. Say “no” — without guilt.
  
- Recognize and verbalize your strengths.
  - Personal strengths
  - Professional strengths
  
- Create positive meetings by precalling negativity.
  
- Turn barriers into portals. Turn statements into questions.

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# Participant Notebook, continued

## Useful Ideas

- 1.
- 2.
- 3.

## What You Do

**How It Impacts You:** Actions can limit success in all areas of life.

**The SAAB Factor** — Socially acceptable avoidance behavior

## Excuses Instead of Decisions

# Participant Notebook, continued

## What to Do About It

Five inherent powers

1. Physical — how do you treat your earth suit?
2. Emotional — are you a walking soap opera?
3. Intellectual — who is responsible for your professional development?
4. Spiritual — what is your spiritual place?
5. Social — what will you say at the end?

## Useful Ideas

- 1.
- 2.
- 3.

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# Participant Notebook, continued

## Myths That Get in The Way

- “They are doing this to me.”
- “This ‘happy stuff’ is just a cover up.”
- “It doesn’t last.”
- “Life is just tough.”
- Other misguided, misleading, and mistaken beliefs:

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# Participant Notebook, continued

## Assignment

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# Participant Notebook, continued

## Eight Tips for Remaining Calm and Cool Under Fire

1. Suit up.
2. Coach and be coached.
3. Consider the possibilities.
4. Focus out.
5. Dump the junk.
6. Act as if.
7. Breathe.
8. Be committed to the little things.

# Recommended Resources

## Audio CDs

*The Art of Being Assertive*

*Communicate With Confidence*

*Effective Coaching*

*How to Handle Conflict and Confrontation*

*How to Handle Difficult People*

*How to Manage Projects, Priorities & Deadlines*

*Mastering the 7 Habits (4-program set)*

*Money Mastery (with CD-ROM)*

*Motivation and Goal-Setting*

*The Power of Persuasion*

## Manuals

*Finding and Hiring the Right People*

*Learn to Listen*

*The Manager's Role as a Coach*

*Negaholics™ No More*

*Think Like a Manager, Third Edition*

## Books

*101 Sample Write-Ups*

*3003 Ideas in a Box (3-volume set)*

*Discipline Without Punishment*

*Fair, Square, and Legal*

*Lifescrpts (with CD-ROM)*

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