

- 1. Get organized**
Put things where they belong so you won't have to stress yourself looking for them.
- 2. Live in the moment**
Take one day at a time. If your body is in the present, but your mind is in the past or future, the result can be hazardous.
- 3. Help others**
Looking outside yourself to other people and their problems tends to diminish your own concerns.
- 4. Laugh**
Laughter from whatever source is known to have many healthy effects. Finding humor in a problem means you're on the road to solving it.
- 5. Let other people "do their own thing"**
Realize that not everyone will do things the same way you do. If you expect this, you won't feel the stress of disappointment when it happens.
- 6. Give people a break**
When you see employees or co-workers doing something wrong, unsafe, or unwise, help rather than condemning them. The next time, they will know the correct way to do it.
- 7. Monitor your frame of mind**
If your thoughts are making you feel stressed, stop them and try to think positively.
- 8. Treat yourself right**
Eat healthy, exercise routinely, get enough sleep, and take a little time each day for something that gives you love to do.
- 9. Change your vocabulary**
Instead of using the word "problem," try "opportunity." Turn "hassles" into "challenges." It's contagious!
- 10. Practice responding calmly**
When a potentially stressful situation arises, you can choose to respond in a stressful way or in a calm way. The choice is up to you!

