


MANAGE STRESS by Being Proactive

Being proactive is a great way to manage stress. If you know what makes you feel stressed, you can find a way to avoid or minimize its effects.

Some simple ways to tackle stress head-on include:

- **Make a daily to-do list.** Outline the tasks you want to accomplish each day, prioritizing the most important items. (Leave time for surprise additions and spontaneity.) This list will help you to maintain a sense of control over the day's agenda. Keep in mind that some days, it may be difficult to accomplish all the things you set out to do.
 - **Maximize your physical health.** Living healthy keeps you energetic and strong. A nutritious diet, regular physical activity, and plenty of sleep will help you manage daily challenges.
 - **Get a handle on anger.** Lashing out when you are angry is counterproductive. If your temper is getting the better of you, walk away until you are calm enough to handle the situation.
 - **Let go of resentment.** Hanging on to a grievance benefits no one. If you are unable to forgive wrongs, accept them and move on.
 - **Be an active listener.** Listening is one of the best ways to address a conflict. The more you know about another person's hopes or goals, the easier it will be to find a solution that works for everyone.
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- **Be respectful.** Consider how others will respond to your words. Search for a positive way to phrase things, especially if what you are about to say may upset someone else.
 - **Give others the benefit of the doubt.** Avoid making other people's problems your own or assuming that someone else has negative intentions. Focus on the positive whenever possible.
 - **Count your blessings.** Tallying up the good things in your life is a great way to boost your confidence and put the focus back on your priorities.

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