Take One Step At A Time:

- Several problems at once can overwhelm you
- Decide on the first step necessary to deal with one problem and do it
- Work on the rest in easy stages, writing down if it helps you

Be Flexible:

- If the first solution doesn’t work, try again
- Look at mistakes as good first time experience ‘for next time’
- The fact that you acted and took charge is what counts

Don’t Strain for absolute Control:

- You’ll waste time and effort
- Sometimes the only possible way to cope will be to withdraw from the situation
- Try to accept it
- Relax and set your mind to ease for a while
TIPS FOR MANAGING STRESS

Get Enough Sleep:
- This will help you meet each day’s challenges with energy alertness

Manage Your Time Wisely:
- Make a list of things to do each day so you can keep your routine orderly and efficient
- Don’t try to do everything at once
- Set realistic Goals

Work Out Anger:
- Don’t let anger get the best of you
- Get involved in some useful Physical activity instead

Eat Right:
- If you eat right, Chances are your going to feel right
- Cut down on sugar, sodium and fatty foods
- Eat more fruits, vegetables and wholegrain foods

Talk Out Worries:
- Talking with a trusted friend can go a long way towards putting your problems into perspective

TIPS FOR COPING WITH STRESS

Accept Responsibility:
- This is YOUR life, No-one can cope for you
- Though others can and will help, the initiative must come from you

Try To Be Objective:
- Step back and look at your life situation as if it were someone else’s
- What could this person change?
- What will he/she have to accept?

Know Your Inner Resources:
- Assess your strengths and weaknesses
- Be Honest - Have a clear Picture of what your working with

Don’t Try To Cope Alone:
- Accept that everyone feels some pressure
- Discuss your difficulties with your family or friend
- Listen to them
- Be ready to return the favour
- Coping involves giving as well as getting

Take A Positive Approach:
- There is always an effective way to deal with each situation
- Problems always have solutions
- The solution may not be immediately apparent
- It may not be easy but it will always be possible to do something

Be Realistic:
- Don’t expect too much of yourself
- Set attainable goals
- Accept that there are many life situations you can only affect indirectly
- Don’t always expect to be right

Take A Break:
- Take a break from what your doing once in a while so you’ll feel refreshed and relaxed

Don’t Accept Substitutes:
- Moderate or eliminate your intake of alcohol, drugs and tabacco

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