

# Stress less to be your best



Feeling overwhelmed and tired doesn't have to be a way of life.

**These tips will help you gain control of your stress to feel more balanced so you can perform at your best.**

**Identify the key source.** Is it too many deadlines too close together? Saying yes to too many personal obligations? Getting to the specifics can help lead you to the solutions.

**Make an action plan.** Some examples: Can you talk to your supervisor about adjusting some deadlines? Delegate some responsibilities?

**Simplify your expectations.** And let go of perfectionism. Instead of staying up late to bake that perfect cake to donate, opt to buy some cupcakes instead.

**Prioritize your to-do list.** Time management is a major stress reducer! Figure out what tasks are most important and finish those first.

**Just breathe.** Breathing in deeply through your nose, fully expanding your abdomen, and exhaling slowly through your mouth, can quickly calm your nervous system and short-circuit the stress response.

**Blow off some steam.** Find an activity or hobby that gives you a lift, whether it's reading, yoga, crafts, listening to music, or just playing with the dog.

**Work it out.** Even brief physical activity helps release the "feel-good" brain chemicals that can boost a sense of well-being. Take a quick walk the next time you feel stressed and be sure to build regular exercise into your daily life.

**Talk about it.** Talking through stressful moments can help to release pent-up tension.

## Expert help, delivered with heart

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