

***The Learn for Yourself
Self-Study Series***

STRESS MANAGEMENT

Harry van Bommel

All rights reserved. No part of this resource may be reproduced, stored in a retrieval system or transmitted in any form or by any means, electronic, mechanical, photocopying, recording or otherwise, without prior written permission of the author or as described within the purchasing agreement between an organization and the author.

Reproduction Provisions

This resource is prepared for the exclusive use of UOIT Faculty of Health Sciences for distribution to its own students, faculty and staff.

1. This resource may be placed on an organization internal Intranet site for the exclusive use of its students, faculty, and staff (and their families),
2. This resource, or reproductions thereof, cannot be sold, without the written permission of the author;
3. This resource must include a copy of this copyright page including the name, address and phone number of the author.
4. The author's copyright must appear on the bottom of every page.

About the Author

Harry van Bommel is President of PSD Consultants (Professional Skills Development). He has a Masters Degree in Adult Education and has been an educator and consultant since 1981. He was one of the first to hold the professional designation of Certified Training and Development Professional (CTDP). His list of clients include people and organizations in business, government, health care, education, industry, social services, not-for-profit organizations and the general public.

Mr. van Bommel is the author of 56 books and has appeared in over 150 television, radio and print media interviews. He speaks to large and small groups on topics covered within his **Learn For Yourself**, as well as on subjects from his other books including management and staff development, learning skills, home and hospice care, family caregiving, and professional development.

PSD Consultants

11 Miniot Circle

Scarborough, Ontario

M1K 2K1

Canada

Telephone = (416) 264-4665

www.psd-consultants.com

E-mail = harry@legacies.ca

Introduction to the Learn for Yourself Series

The **Learn for Yourself** series is based on a few key principles:

1. People are their own best experts.
2. People are competent in their work and enjoy improving their professional and personal skills.
3. People learn best when they are responsible for their own learning.
4. People need an opportunity to learn at their own pace and for their own reasons.
5. People need information that is flexible enough for them to adapt to incorporate their own cultural, religious, and economic beliefs and customs.

The **Learn for Yourself** series has very simple objectives:

1. to summarize a wealth of general and basic information into manageable resources for people to use personally and professionally;
2. to provide this information in readable and practical resources that will give people the opportunity to learn for themselves, at their own pace, some or all of the information presented;
3. to help people integrate their communication, leadership and supervision, learning and personal growth skills into one body of information;
- and 4. to provide people with further references and ideas to continue their self-directed learning.

The key to successful learning is to begin with topics that interest you most. Everyone has skills. These **Learn for Yourself** resources are designed to help you improve those skills; not to replace them. Participate actively in your learning. Organize your skills so that you incorporate the new information with what you already know.

In general we learn up to seven new things at a time. Unless we review new knowledge within 24 hours we will forget about 80% of that information. Therefore it is important to use whatever information you find important right away to help you remember and use that information effectively.

Always look for wonder in learning!

Acknowledgements

This series began as a dream in 1985. The series has involved many helpful people along the way. One person in particular, Janet Klees, provided not only encouragement and support but was also instrumental in developing the memory maps, doing some of the research, most of the editing, and helping to organize the series. Her contribution was invaluable.

The Wellesley Hospital in Toronto permitted a pilot project of the draft edition of 16 of these resources. Michael Roman, Ph.D., Director of the Education and Organization Development Department at that time, was especially supportive and encouraging. Through his sponsorship, over 10,000 individual resources were requested and received by managers and staff within the first few years of the pilot.

Other members of the Wellesley Hospital's Education and Organization Development Department were very helpful in offering their ideas, resources and support: Betty Bronswyk, Carol Ann Godard, Nancy Hawkes, Maureen Hennessy, Sheila McGinley, and all the Educators.

My sincere thanks to the managers and staff at The Wellesley Hospital who used the draft copies of these resources and who provided useful suggestions on how to improve them.

The 1993, 1999 and 2005 series evolved from feedback by managers and staff using the material and by Deb Thivierge.

I also want to thank my family and friends who have given me their encouragement, their good humor and the example of always looking for wonder.

Every effort has been made to ensure these resource materials comply with copyright requirements. If I have made any errors regarding copyright, I will incorporate corrections sent to me in future editions of these resources.

Other Useful Resources in This Series

There are other resources within the **Learn for Yourself** Series that may complement this "Stress Management" resource. The "Guide to Using the **Learn for Yourself** Series" may be particularly helpful if you are interested in combining information and skills you already have with those in this series.

"Principled Leadership"	Principled leadership is the foundation unit for the whole series. It begins with the first principles upon which the rest of the topics are based.
"Assertiveness"	Assertiveness is a skill that can help you reduce stress in uncomfortable situations.
"Career Planning"	Some of our stress comes from not having a clear sense of where our career is going. This resource can help you identify nine career options.
"Humor, Laughter and Play at Work"	Humor, laughter and play are excellent stress reduction techniques. They also build rapport with people around us and increase our sense of well being.
"Protecting Yourself and Your Family"	Stress can come from feeling unsafe at work, in your home or while walking outside. This resource looks at over 150 specific suggestions of how to protect yourself and your family.
"Resolving Conflicts"	Unresolved conflicts add to our stress. Learning specific conflict resolution strategies and techniques can help decrease our stress.
"Time Management"	Managing your time effectively reduces the stress of deadlines and the stress of having too much to do at once.
"Managing Change"	Stress is often associated with major changes in one's life. This material will help you identify your strengths in dealing with change and several strategies to help manage changes in your life more effectively.
"Managing Personal Records"	Some stress comes from not having control over your own legal, financial and medical information. These records will help you understand the information that is important to keep for yourself and your family.

Table of Contents

Introduction to the **Learn for Yourself** Series i

Acknowledgements ii

Other Useful Resources in This Series..... iii

Memory Aids..... 1

Content Guide 2

Memory Map..... 3

Introduction 4

Recognizing When You Are Under a Lot of Stress 5

Ways to Start Dealing with Stress..... 7

Physically Coping with Stress..... 10

Negative Stress..... 11

For Particularly Difficult Stresses 12

I'd Pick More Daisies 13

Summary 15

Personal Summary..... 16

Self-Evaluation..... 17

Resources 18

Special thanks to Maureen Hennessy and Ellen Schierholtz for sharing some of their resources in the preparation of this resource.

Memory Aids

Each resource in the **Learn for Yourself** Series has a content guide and a memory map to help you integrate the new information presented in it with the skills and knowledge you already have.

A content guide is a sequential preview and summary of what exists in the resource. Content guides are used most often by people who prefer to remember information in a sequential, logical format.

A memory map is a diagram that previews and summaries the contents of each resource. Memory maps are used most often by people who prefer to remember information in a visual format.

There are several approaches for using these content guides and memory maps. Either:

1. Use the content guide and/or the memory map to preview the resource.
2. Use the content guide and/or the memory map to review the resource after you have read it.
3. Use the content guide and/or the memory map to preview and review the resource.

When you have decided how you want to use the content guide and/or the memory map you can begin to add your own personal notes and ideas directly to these basic preview-review pages. Use your creativity to add personal points to these pages so that they will serve you better as a memory tool. Use different colored pens to highlight specific points or to color code significant points to information in other resources. Change the order of the information or revise the diagrams in whatever ways you think might help you. Do not be restricted by what I have presented since the content guides and memory maps represent only one way to remember the knowledge and skills in the resources.

In the "Guide to Using the **Learn for Yourself** Series" you will find a collection of these content guides and memory maps. In that resource you can learn how to incorporate as much of the new information as you like with your present skills and knowledge. The resource also explains other methods of increasing your ability to remember and apply this new information.

Stress Management Content Guide

Recognizing When You
Are Under a Lot of Stress

Ways to Start Dealing
with Stress

Deep Breathing

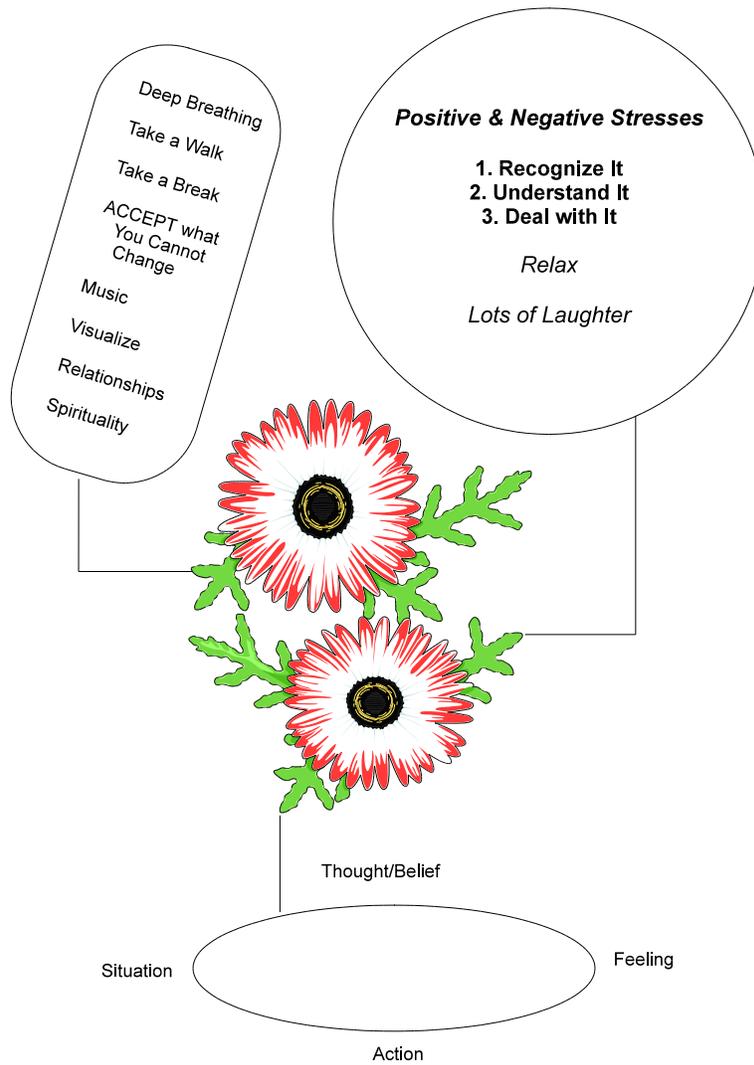
Negative Stress

For Particularly
Difficult Stresses

"I'd Pick More Daisies"

Summary

Stress Management Memory Map



Introduction

This resource is designed to help you understand what causes your stress and how you can deal with it in a productive and positive way. Stress is inevitable. There are positive and negative stresses. Some of the positive stresses we accept daily are:

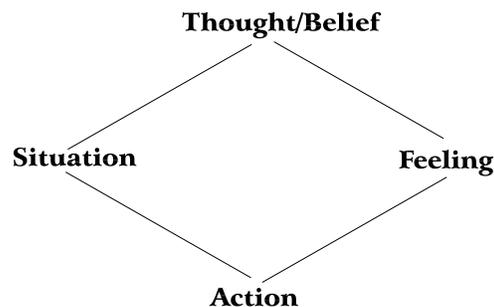
- adventures,
- self-motivated change including trips and holidays,
- a new relationship,
- risks for possible personal gains,
- raising children.

There are also negative stresses which may, or may not, lead to positive changes:

- stagnation,
- fear, anger, powerlessness, conflict,
- change forced by others,
- believing we have limited choices.

The principle difference between positive and negative stress is our perception of the stress and our personal view about whether or not we have some control over that stress. For some people conflict is always seen as an opportunity for change or improvement while others concentrate only on their perceived powerlessness. For some people's adventures in the "great outdoors" are chances to learn new skills while for others, adventures are just another way of describing an outdoor torture perpetuated by the knowledgeable against those of us who enjoy a good movie and popcorn!

The stress cycle for positive and negative stresses is the same:



In order to manage stress effectively, our responsibility is to recognize our own stress, to understand our feelings about that stress and to decide on an action that makes sense to us.

N.B. The principle of using these stress management skills effectively is to **participate actively** in the process of using these skills, **organize** your skills, **persist** during difficult times, and be **creative**. The more effectively we use our skills, the more time we have to enjoy other parts of our lives.

Recognizing When You Are Under a Lot of Stress

Watch for some of the following signs to warn you about excessive stress (whether positive or negative). Experiencing some of these stresses once or twice is common. However, if you experience some of these stresses regularly, then your stress may be hazardous to your physical, mental and emotional health.

- Y You are working late more often than not, or harder than you know is really required.
- Y You are having problems making any decisions, large or small.
- Y You are constantly making "safe" choices, rather than taking realistic risks.
- Y You use an increased amount of alcohol, drugs or cigarettes.
- Y You are over or under eating (a change from your usual eating habits).
- Y Your speech or writing patterns have become vague and disconnected.
- Y You experience an increased level of anxiety and worry over relatively trivial concerns.
- Y You constantly repeat the same topic at meetings and in conversations, even though you know the point is not particularly important.
- Y You experience inappropriate anger, hostility or outbursts of temper.
- Y You have little or no tolerance for the driving habits of others (road rage).
- Y You experience more feelings of sadness and crying.
- Y You are constantly putting yourself or others down.
- Y You become overly concerned about your health.
- Y Your sleeping patterns change; either you sleep too much or too little.
- Y You begin to confuse or forget dates, places, times or other details which you remembered easily before.
You are having difficulty in getting along with people.
- Y You just know that something is wrong but are not sure what it is.

EXERCISE #1

Review the previous list of stress signals you may have in your life right now. Put a check mark beside those signs that apply most specifically to you.

Try to identify major stresses in your life now that cause these signs to appear.

Which of these stresses is most dominant in your life right now? You may choose this example for Exercise #3 to identify ways of dealing with this stress.

Ways to Start Dealing with Stress

The following suggestions reflect a wide range of alternatives for dealing with stress. Each of us deals with stress in one form or another. Choose some of the following techniques to build onto the stress management skills you already have. Start with one or two techniques and practise them regularly until they become second nature. Continue to add to your skills slowly by concentrating on one or two techniques at a time.

Some of these suggestions can help you resolve short-term stresses immediately. Improvise these tips to fit your own situation. These are not golden rules as much as helpful techniques.

- Laugh! Few stress reduction techniques work as well as laughter. Laughter relaxes you physically (15 minutes of belly laughing equals 5-6 hours of meditation according to Buddhist monks) and laughter relaxes your mind. Laughter is also contagious and your family members or colleagues can join in the laughter and make you feel even better.
- Save 6-12 months of income as quickly as you can to avoid having to stay in a job that hurts you.
- You cannot control some things. There is a famous prayer that reads: Grant me the serenity to accept the things I cannot change, the courage to change the things that I can, and the wisdom to know the difference. An overbearing boss or subordinate is unlikely to change until you are able to resolve some specific conflicts. In the meantime you do have control over how you react to any situation so use your sense of humor to help you get through.
- Work on developing the capacity to recognize when you are under stress. If you don't recognize the stress you are under, you will never deal with it well.
- When you are facing a stressful situation try to isolate what the particular stress is. Can changing your perception reduce the stress? For example, many people think going to the dentist has to be stressful. Can you visit your dentist with a big grin, ask them how they are doing, ask them to educate you about what they are going to do, tell them you are nervous and ask them what other patients do when they are nervous? Use the stressful situation as an opportunity to learn, to laugh and to understand why the situation is stressful.
- Ineffective use of your time is a leading cause of stress. Don't procrastinate as much as you usually do. We spend 80% of our time doing only 20% of the things we need to do, eg. re-arranging our desks or going through our mail three times before deciding what to do with it. Learn new time management techniques to use your valuable time wisely.
- 60-hour work weeks are not productive, so cut back. Research shows that productivity drops among people under high stress, but peaks under moderate stress. Long weeks are sometimes necessary but good time management means you should have fewer of these long weeks.
- We need friendships to reduce stress. Make an effort to improve a few supportive relationships. Remember friendships take time. People who have supportive relationships suffer less under moderate and severe stress than people who are socially isolated. For example, social isolation is the method we use to punish prisoners.

- Not every argument is worth winning. Give in when you have little to gain. Save your energy for what is really important but do not let little irritations build up to a major problem. Talk things out with people before problems escalate. Learn conflict resolution skills to minimize conflicts.
- Schedule short breaks in your day. This helps prevent over-crowding of your schedule by unexpected delays, events or a crisis. These breaks provide an opportunity to think, relax, pray, laugh, read, or take a short walk in the fresh air.
- When you are uptight it is important to breathe deeply and to stretch your muscle groups. You can also tense and relax your muscles starting with your arms, face and neck, shoulders, abdomen, and finally the legs. These exercises can be done while you are sitting at your desk, while standing at a bus stop, or relaxing at home.
- Don't try to control family members, friends or colleagues. Be supportive instead of judgemental. A supportive environment is much less stressful than one where people play power games.
- Take a warm shower or bath to soothe tense muscles and provide a few moments of heavenly privacy.
- For immediate relief of stress try to take ten minutes away from the situation for a quick walk. Coffee breaks filled with coffee and sugar treats tend to add to the stress. A quick walk outside, or to another area within a building, will increase your energy, clear your mind, and give you some needed perspective.
- If your organization has a library a quick trip to read a magazine article is a wonderful way to hide from reality for a short time.
- When things pile up to unmanageable levels, break up major projects into workable units with realistic time frames. You can accomplish all major projects, or combination of projects, if you begin with the priority items and accomplish the other parts of the project as required.
- If you are worried about a small problem with a colleague, spend some time talking with that person and telling them how their behavior (and not them personally) is affecting you.
- Stop comparing yourself with everyone else. No matter how hard you try you probably cannot paint like Emily Carr, sing like Lena Horne, write like James Michener or win the Nobel Peace prize. You may be able to do some things exceptionally well, but not everything and that's okay! So don't put yourself down if you are not as good as someone else; they can't do everything well either.
- Learn to feel comfortable talking about your problems, hopes and fears. A close friend is a valuable resource, but avoid dumping on the same person all the time. Make sure you also take the time to listen to your friend's concerns.
- Read a good book.
- Watch a good comedy on television or rent a video.

- Get physical. Gardening, walking and dancing are great ways to boost your energy.
- Take a daily music break — with eyes closed sit back and listen to 10 minutes of soothing music. If you play a musical instrument, take time everyday to play a tune or two.
- Avoid doing everything quickly. High stress people often try to do too much within the same 24 hours we all have. Slow down, learn to say no and remember to have time to reflect — North Americans spend too much time doing and not enough time thinking!
- Instead of an after-work cocktail, try ice water or a juice followed by a 10-minute quiet time, relaxing with your eyes closed. There is great peace when the world is quiet for a short time. This gives you the energy to spend quality time with your family, friends or by yourself later on.
- When you arrive home from work and you need to unwind, explain to your spouse and children that you need 20 minutes to yourself before being together. If you explain your need your family will probably help. Make sure you give other people in your family the same consideration when they need some quiet time.
- Try to make work and living areas as pleasant and comfortable as possible with pictures, plants and ornaments. Personalize your work area.
- One of the greatest stress releasers is a big hug from a family member, friend or trusted colleague. Silent empathy is a great healer. Begin by giving other people that kind of support if they feel comfortable with it.
- Learn to say "No" — ask for time to consider a request. For example, "Your idea sounds interesting. I will check my schedule and get back to you by tomorrow to let you know if I can help in some way." This will allow you time to consider if you really want and can take on another task.

These suggestions are not a cure for stress. They are short term coping techniques to help you through some rough spots.

At some point you must recognize what your stresses are and develop a whole range of techniques for dealing with them in an ongoing way.

Remember your sense of humor. The perspective that you have of stressful situations in your past can provide great background for humorous stories or stories for teaching other people new skills. (Remember that horrible date you once had, the day everything at work went berserk, the vacation trip that failed before you even left!) Imagine yourself in another 10 years and try to view your present stresses from that perspective. "What will these current situations mean in 10 years?" Provide yourself with a self-fulfilling prophecy by putting your stresses into perspective right now.

Physically Coping with Stress

Deep Breathing

Deep breathing, taking a brisk walk, doing relaxation exercises, tensing and relaxing our muscles are all ways to immediately relieve the pressure of stress. Deep breathing is one of the easiest techniques to master since it is useful at work, at home, while caught in traffic or on public transit, and at times when you cannot do any of the other techniques.

Deep breathing can take only 10 seconds or last a half-hour, depending on the circumstances. Regardless of the length, use it to the fullest and enjoy the feelings. Begin with short practises of a few minutes. You can always do longer sessions later on. Here's one method of deep breathing. There are different techniques and this one is one of the most popular.

1. Place your hands on your abdomen, right below the navel. The fingertips of each hand should touch one another.
2. Breathe in through your nose; it is healthier than breathing through your mouth because the air becomes humidified and doesn't irritate you, is filtered by the nostrils (breathing by mouth tends to lead to more bronchial and lung infections) and the air temperature is raised or lowered closer to your body temperature.
3. Inhale slowly; as you do, push the abdomen out as though it were a balloon expanding. With your eyes open or closed, "feel" the air passing through your nostrils.
4. As the abdomen expands, your diaphragm will move downward, allowing fresh air to enter the bottom of your lungs. Keep your back straight to aid the process of maximizing your breathing. Exhale through your nose or mouth, whichever is more comfortable.
5. As you continue to breathe imagine the air filling your lungs, your abdomen and, with each new breath, imagine the air filling your arms, legs and every part of your body. This will help you to concentrate on the various parts of your body and should help you to relax each area.
6. When you feel comfortable, take deeper breaths. Do not pause but allow the continuous flow of air through your body.
7. At first you should take as long to breathe in as you do breathing out. You might count in your head, "In — one, two, three; Out — one, two three." With practise, your breaths will be longer and deeper. Over time the ratio of breathing in and breathing out can become 1:2 to allow for the maximum expulsion of air and, therefore, the deeper and more cleansing the inhalation, "In — one, two, three; Out — one, two, three, four, five, six."
8. This counting in your head also helps you stay focused on the breathing rather than distracted. When you are distracted, simply return to your counting. This takes practise but is well worth the effort.
9. Breaths should be silent unless you have nasal obstructions or other physical conditions that make your breathing louder.
10. Picture yourself in a place where you feel particularly comfortable (e.g., on a beach, on a nature walk, in a favorite room, playing a sport, in a childhood memory). Pick just one spot to concentrate on while you continue to deep breath for as long as you wish.
11. When you are ready, slowly begin to stretch your muscles as if you were yawning. As you feel more relaxed you can begin to return to "the real world".

Negative Stress

One of the most effective steps towards managing negative stress is learning to recognize what causes your negative stress. Each person's list is unique and individual. Think of your friend who never gets upset in traffic jams but faints at the sight of blood.

EXERCISE #2

Pick a day, or a few days, and list the ordinary, day-in, day-out little annoyances that seem inevitable at work or at home. Also list those stresses that are constant in your life (e.g., an unhappy working relationship, financial concerns, car problems). Once you have listed some of these stresses, develop some actions that you can try to minimize, prevent or conquer them. Put a star beside techniques or actions that really work for you. Use your imagination!

<i>STRESS</i>	<i>WHAT YOU CAN DO!</i>

For Particularly Difficult Stresses

Use this form to help you resolve some of your more difficult stresses that seem "hopeless". Keep in mind that all stresses are an opportunity to learn about yourself and to discover ways to deal creatively with those stresses. People have gone through concentration camps, wars, the death of a spouse or child, and physical disabilities and many of them survived and have grown stronger. **So can you!** See the "Resolving Conflicts" resource in this series for added suggestions.

Describe the Stress _____

Overcome How can you overcome this stress? _____

Ease How can you ease this stress if it can't be overcome?

Accept How can you live with the stress? _____

How can you build up a resistance to this stress? _____

How can you change yourself or your perceptions about this stress?

Avoid How can you get away from or prevent the stress from happening again?

What is the best option in this case? _____

I'd Pick More Daisies

The following is a quote attributed to a Brother Jeremiah but also to Nadine Stair (87 years old) of Louisville, Kentucky. It began, however, with an essay written by Don Herold, published in Reader's Digest, October 1953. It has become very popular with various versions but the sentiments are timeless.

If I had my life to live over again, I'd try to make more mistakes next time. I would relax. I would limber up. I would be sillier than I have been this trip. I know of very few things I would take seriously. I would take more trips. I would climb more mountains, swim more rivers and watch more sunsets. I would do more walking and looking. I would eat more ice cream and less beans. I would have more actual troubles and fewer imaginary ones. You see, I am one of those people who lives cautiously and sensibly and sanely hour after hour, day after day. Oh, I've had my moments; and if I had it to do over again, I'd have more of them. In fact, I'd try to have nothing else. Just moments, one after another instead of living so many years ahead of each day. I have been one of those people who never go anywhere without a thermometer, a hot water bottle, a gargle, a raincoat, aspirin and a parachute. If I had it to do over again, I would go places, do things, and travel lighter than I have.

If I had my life to live over, I would start barefooted early in the spring and stay that way later in the fall. I would play hooky more. I wouldn't make such good grades except by accident. I would ride on more merry-go-rounds. I'd pick more daisies.

EXERCISE #3

To complete this exercise, imagine yourself nearing the end of your life. Write your own "If I had my life to live over again" in the space below. It is a real gift to be able to write this now and to make those changes you want to make.

"IF I HAD MY LIFE TO LIVE OVER AGAIN I WOULD..."



Highlight those things you would like to change and write them in the space below.

THINGS I WANT TO DO BEFORE I DIE:



Summary

It is difficult to summarize the best ways of dealing with stress. Each of us copes in different ways with the same stresses. The following summary reflects a personal bias. Use those parts of the summary that fit your personal style and use the following page to add your own summary.

Few people can deal with stress alone. We need the support of other people. Therefore we need to have love and friendship in our lives. If you have these things in your life then you must constantly work to maintain and improve them. If you do not have love and friendship in your life right now then you need to develop it by showing how you care about yourself and how you can care for other people.

Make firm commitments to your family and friends and spend time with them to be supportive and to receive support. Encourage honest and open communication between you. Try to be non-judgemental and accept people as they are while you try to show them alternatives to the way they do things. Accept their ideas and suggestions for modifying your life as well.

People cannot support and encourage you without you caring about yourself. Identify what stresses you have and what strategies you can use to prevent or deal with these stresses. People respect someone who has the self-esteem to try new things to solve old problems.

Have more fun by laughing and being with happy and positive people. Take time to do something by yourself every day. For example, to read for a few minutes, meditate or pray, and at the end each day reflect on the good things in your life for which you can be thankful. Make an effort to think of something special you can do for each day to brighten someone else's day such as bringing in home made cookies, sharing a new joke, lending them a video of a favorite film, or bringing someone a fresh rose. Make an effort to reflect daily on positive qualities you have, your daily successes, no matter how small they may seem to you.

Watch your "self talk"; the messages that you say to yourself about yourself. Try to reduce the negative ones ("what an idiot I made of myself today") and increase the positive ("I could have chosen different words but I handled myself pretty well in a difficult situation.") This effort is not about unrealistically "blowing your own horn" but about concentrating on what is possible in your life in a positive way rather than concentrating on the impossible and the negative.

We constantly hear about living a better lifestyle. Choose parts of a healthier lifestyle that make you comfortable. Perhaps it is walking a bit each day, having only one ice cream instead of two, or perhaps cutting down on fatty foods. If you choose not to change your lifestyle then try other activities to compensate, e.g., relaxation exercises, better time management, or resolving conflicts.

You cannot prevent all negative stress, but you can have fun trying to minimize it!

Personal Summary

On this page you might add any personal summarizing points or thoughts you have. This will help you in planning to deal with your stresses — now and in the future. You might even take this page and hang it up somewhere where you will see it regularly for the next few weeks.

Self-Evaluation

Whenever you finish learning new information it is helpful to take a moment or two to evaluate what you have found most useful and what you would like to do with that information. This process can be very useful whether you write out the answers or just think about them.

1. What general concepts, ideas or techniques have you learned?
2. List at least three techniques from this resource that you could use immediately.
3. What other concepts, ideas or techniques do you want to learn?
4. Is there anything you have learned that you could pass on to your colleagues, family members or friends?
5. Do you have any further comments or ideas you want to record based on what you have learned?

Resources

The following references are only a few of the many useful resources that you can find in your local libraries, within your own organization, and in your local book stores. Look for further books but also for journal articles, magazine reports, films, DVDs, CDs, and podcasts. Also keep in mind how much you can learn from experts in the field, including people within your own organization!

For more intensive research, read the suggestions in the "Writing and Researching Reports and Papers" in this series of resources.

Bernstein, A.J. & Craft Rozen, S. (1994). *Sacred bull: The inner obstacles that hold you back at work and how to overcome them*. Toronto: Wiley & Sons.

Blumenfield, L. & Gawain, S. (Eds.). (1994). *The big book of relaxation: Simple techniques to control the excess stress in your life*. Roslyn, NY: Relaxation Company.

Brown, Barbara. (1980). *Supermind: The ultimate energy*. New York: Harper and Row. 286 pages with index.

Brown uses her background in brain and behavior research to argue the existence of super mentality within people. She documents the poverty of scientifically acceptable notions of mind capabilities. She examines the mind-body connection and how that can improve or harm a person's health. Also examines the evolutionary argument for intelligence in humans and how the unconscious mind's potential needs further study.

Cherniss, G. (1995). *Beyond burnout: How teachers, nurses, therapists, and lawyers recover from stress and disillusionment*. New York: Routledge.

Cooper, Robert K. (1991). *The performance edge: New strategies to maximize your work effectiveness and competitive advantage*. Boston: Houghton Mifflin. 326 pages.

Using examples of success, Cooper highlights the common areas of stress management including: on the job stresses, relaxation and physical exercises, nutrition, general health, your environment, rest needs, and travel.

Davis, Martha; Robbins Eshelman, Elizabeth; McKay, Matthew and Fanning, Patrick. (2008). *The relaxation & stress reduction workbook*. Oakland: CA: New Harbinger Publications.

Davis, M. (1997). *Relaxation & stress reduction workbook*. New York: Fine Communications.

Duff, C.S. & Cohen, B. (1993). *When women work together: Using our strengths to overcome our challenges*. Emeryville, CA: Conari Press.

Elkin, Allen. (1999). *Stress management for dummies*. New York: Wiley.

Freudenberger, H.J. and Richelson, G. (1980). *Burn-out: The high cost of high achievement*. Garden City, NJ: Anchor Press. 214 pages.

Examines the phenomenon of "burn-out"; what is it, who does it affect, false cures, and ways to change it.

Gherman, E.M. (1981). *Stress and the bottom line: A guide to personal well-being and corporate health*. New York: Amacon. 348 pages.

Identifies and explores personal and professional sources of stress, stress and disease, and methods of managing stress.

Greenberg, Jerrold. (2008). *Comprehensive stress management*. New York: McGraw Hill.

Hanson, Peter G. (1986). *The joy of stress*. (2nd Ed.) Toronto: Hanson Stress Management Organization. 278 pages with Index and illustrations.

Defines positive and negatives stress and how to cope in realistic ways.

_. (1989). *Stress for success: Thriving on stress at work*. Toronto: Collins. 301 pages.

Emphasizes stress management in the workplace but also in public speaking, travel, fitness, nutrition, and substance abuse.

Harrison, E. (1993). *You are more than your job: Making a living versus making a life*. Minneapolis, MN: Fairview Press.

Lazarus, Judith. (2000). *Stress relief & relaxation techniques*. New York: McGraw Hill.

Lehrer, Paul M.; Woolfolk, Robert L.; and Sime, Wesley E. (Eds). (2008). *Principles and practice of stress management*. (3rd Edition). New York: The Guildford Press.

Miller, Fred L. (2003). *How to calm down: Three deep breaths to peace of mind*. New York: Warner Books.

Neidhardt, E. Joseph; Weinstein, Malcolm S.; and Conry, Robert F. (1990). *No-gimmick guide to managing stress: effective options for every lifestyle*. (2nd Edition). North Vancouver, BC: Self Counsel Press. 122 pages with illustrations and charts.

A workbook for self-examination and self-developing in areas of understanding stress, personal planning skills, progressive relaxation training, quieting oneself, autogenic training, communication skills and your general health and well-being.

Newman, J.E. (1992). *How to stay cool, calm and collected when the pressure's on: A stress control plan for health care facility/team people*. New York: AMACOM.

Noer, D.M. (1995). *Healing the wounds: Overcoming the trauma of layoffs and revitalizing downsized organizations*. San Francisco: Jossey-Bass.

Powell, J.R. & George-Warren, H. (1994). *The working woman's guide to managing stress*. New York: Prentice Hall.

Quick, James C. and Quick, Jonathan D. (1984). *Organizational stress and preventive management*. New York: McGraw-Hill. 346 pages with Index, illustrations and charts.

Extensive description of stress in organizations including: sources, consequences, diagnosing, prevention, modifying work, relaxation, symptom relief and the future.

Rowh, Mark. (1989). *Coping with stress in college*. New York: College Entrance Examination Board. 172 pages.

Specific techniques to help college students adapt to the stresses of studying (both self-imposed stresses and those inherent in any post-secondary school learning).

Rout, Usha R. and Rout, Jaya K. (2002). *Stress management for primary health care professionals*. New York: Plenum US.

Stearns, A.K. & Lamplugh, R. (1995). *Living through job loss: Coping with the emotional effects of job loss and rebuilding your future*. St. Louis, MO: Fireside.

Veningam, R.L. and Spradley, J.P. (1981). *The work/stress connection: How to cope with job burn out*. Boston: Little, Brown and Co. 314 pages with Index.

Organizational strategies for identifying and coping with burn out as well as how to help someone else who has burn out. Includes examples and specific suggestions.

Winner, Jay and Myers, Susan. (2003). *Stress management made simple: Effective ways to beat stress for better health*. Santa Barbara, CA: Blue Fountain Press.

Yates, J.E. (1979). *Managing stress*. New York: Amacon. 165 pages with charts.

Links stress reduction and business/management. Gives stress reduction insights and techniques. Ends with a "personal stress management program" workbook which involves work stress and how to change it.

Yeomans, W.N. (1996). *7 survival skills for a reengineered world*. New York: NAL-Dutton.

Web Sites

The extraordinary expansion of information on the Internet provides learners a world-wide wealth of information. To find out what is most helpful to you, use your favorite search engine to find the most current information for your specific situation. Use key words like **stress, high pressure, coping with stress** and something about the situation (e.g., workplace stress). Continue changing the key words until you find the information you want. Often links within a site will bring you to information that is more suited to your specific needs.