

End-of-Year Stress

How You Can Cope With Stress

Follow Safe Work Practices:

- ✓ Get plenty of rest before going to work;
- ✓ Eat healthy and try and eat at your normal meal times;
- ✓ Make time to exercise and “de-stress”;
- ✓ If you experience any problems with customers or other employees, notify your supervisor right away;
- ✓ Budget your expenses based upon your normal pay dates;
- ✓ Discuss with your supervisor in a timely manner if you need time off;
- ✓ Leave yourself plenty of time to get to work;
- ✓ Limit your use of alcohol or other types of depressants;
- ✓ Seek counseling if you start to feel pressures that you cannot cope with;
- ✓ Talk with your other family members about your work hours should you have a schedule that may conflict with your holiday activities;
- ✓ This is the time to set your goals for the next year and discuss them with your supervisor;
- ✓ If you feel you are being harassed at work, notify your supervisor immediately;
- ✓ Be aware of your surroundings as assaults and thefts increase during the holiday season;
- ✓ Don't leave packages or valuables in plain sight or if possible unattended in your vehicle while at work; and
- ✓ If you cannot deal with your stress, you should consider seeing a mental health professional.

DID YOU KNOW?

That more workplace violence occurs in December than any other month of the year!

Also, employee stress levels are at their highest during the holidays.

Dial Down Your Holiday Stress

- ✓ **Find support.** People facing difficult family situations should set aside time to spend with their friends. Those who feel isolated or alone should take advantage of resources in their community or volunteer their time at a local charity;
- ✓ **Get some alone time.** Take your breaks! Get away from your work station. Even a 10-minute break can help you relax and relieve stress. Taking a brisk walk or getting some exercise can significantly improve your mood;
- ✓ **Set limits.** You can't do everything, so do only what you enjoy. Allow friends and family members to share their ideas about what they would like to do during the holidays;
- ✓ **Reduce shopping stress.** Set a budget and do not spend more than you intend. Don't let guilt, competitiveness or perfectionism send you on more shopping excursions than you would like;
- ✓ **Enlist help.** Let your friends and family contribute to the holiday preparations;
- ✓ **Be realistic.** Don't set your holiday expectations too high. Allow your loved ones to be themselves and set any conflicts aside for another time;
- ✓ **Reflect on the good things in your past.** Honor and remember loved ones who have passed away;
- ✓ **Be organized.** Plan meals, shopping lists and other activities in advance so you have more time to enjoy the holidays; and
- ✓ **Remember what's important.** Spend some time focusing on family, religious beliefs or traditions.

