

WAYS TO COPE WITH STRESS

1. **Take time for myth, ritual, tradition** – regular walks in the woods; visits to the park, museums, zoos; reading fine books and listening to fine music.
2. **Leave details for someone else**, especially when you're feeling too busy.
3. Move through your day slowly; **take time to experience and enjoy the beauty in your environment.** (Let the sun shine in!)
4. **Learn to live with unfinished tasks and loose ends.**
(Only a corpse is completely finished.)
5. **Leave enough time between activities to minimize overlap.** Allow for leadtime and afterburn.
6. **ALLOW time in your schedule for the unexpected;** this often means scheduling fewer tasks each day that you reasonably expect to finish without pressure.
7. **Leave early** enough so you need not rush to get where you are going, even if this means rising twenty minutes earlier in the morning.
8. **Practice saying NO** to new responsibilities or opportunities which would overload or rush your day OR cut into your planned leisure time.
9. **Know your values, priorities and limits;** practice being CENTERED.
10. Find a work organization that is not chronically high-pressured or harried.
Avoid Type A Organizations; find another job if necessary.
11. **Slow your pace** of talking, walking, eating, breathing.
12. **Avoid doing more than one thing at a time.**
13. **Find time each day to relax, meditate, exercise and have fun.** Commit yourself to the value of scheduling leisure time for both you and your organization.
14. **Become more aware of the nature of the stresses in your daily life.** Advance knowledge and understanding can help prevent and reduce harmful impacts.
15. **Take personal responsibility** for your pace of life, the choice of major life changes (e.g., marriage, house mortgage, return to school); and for the way you consciously and unconsciously choose to respond to the stresses in your life.

16. **Know your comfort zone;** i.e., the range and intensity of stimulation that is comfortable, healthy and productive of growth.
17. **Find a good fit** between your own personal needs (your comfort zone) and the demands of your environment (e.g., family household duties, friends, work, neighbors).
18. **Select activities and challenges that are meaningful to you** and avoid meaningless time-energy consumers.
19. Manage how you spend your daily time and energy actively and consciously.
Micro-engineer your time and energy.
20. **Take reasonable risks** – enough risks so you are challenged, but not so many that you are overloaded or unprotected.

CONSERVE YOURSELF – YOUR TIME, YOUR ENERGY, ALL YOUR RESOURCES – FOR WHAT REALLY MATTERS.

Adapted from Stress, Distress and Growth. Walt Schafer, Responsible Action (Davis, CA: 1978)