

# Stress Management Worksheets



Identifying your external and internal stressors and the warning signs of stress will help you recognize the stressors in your life and help you explore how you cope with stress. The Stress Plan exercise will help you design an effective strategy to reduce stress and the symptoms of stress.

## Identify External Stressors

Please check all that apply

### Physical Environment

- Noise
- Bright lights
- Heat
- Confined spaces
- Other:

### Workplace

- Workloads
- Meetings
- "Red Tape"
- Deadlines
- Other:

### Daily Hassles

- Commuting
- Misplaced keys
- Family issues
- Other:

### Social Interaction

- Rudeness
- Bossiness
- Aggressiveness by others
- Bullying
- Other:

### Major Life Events

- Birth
- Death
- Lost job
- Promotion
- Marital status change
- Other:

## Identify Internal Stressors

Please check all that apply

### Lifestyle Choices

- Caffeine
- Lack of sleep
- Poor eating habits
- Overloaded schedule
- Other:

### Negative Self-Talk

- Pessimistic thinking
- Self-criticism
- Overanalyzing
- Other:

### Mind Traps

- Unrealistic expectations
- Taking things personally
- All-or-nothing thinking
- Exaggeration
- Rigid thinking
- Fears  
(phobias, heights, planes, germs)
- Public speaking
- Other:

# Stress Management for Today's Worker



## Warning Signs

Please check all that apply

### Physical Symptoms

- |   |   |                                      |
|---|---|--------------------------------------|
| <input type="radio"/> Sleep pattern changes | <input type="radio"/> Infections            | <input type="radio"/> Breathlessness |
| <input type="radio"/> Fatigue               | <input type="radio"/> Dizziness             | <input type="radio"/> Indigestion    |
| <input type="radio"/> Digestion changes     | <input type="radio"/> Fainting              | <input type="radio"/> Other:         |
| <input type="radio"/> Loss of sex drive     | <input type="radio"/> Sweating & trembling  | <input type="text"/>                 |
| <input type="radio"/> Headaches             | <input type="radio"/> Tingling hands & feet |                                      |

### Mental Symptoms

- |   |                                      |                              |
|---|--------------------------------------|------------------------------|
| <input type="radio"/> Lack of concentration       | <input type="radio"/> Confusion      | <input type="radio"/> Other: |
| <input type="radio"/> Memory lapses               | <input type="radio"/> Disorientation | <input type="text"/>         |
| <input type="radio"/> Difficulty making decisions | <input type="radio"/> Panic attacks  |                              |

### Behavioral Symptoms

- |   |  |  |
|---|--|--|
| <input type="radio"/> Appetite changes                          | <input type="radio"/> Withdrawing from relationships | <input type="radio"/> Hypochondria             |
| <input type="radio"/> Eating too much or too little             | <input type="radio"/> Restlessness                   | <input type="radio"/> Bruxism (teeth grinding) |
| <input type="radio"/> Eating disorders                          | <input type="radio"/> Fidgeting                      | <input type="radio"/> Other:                   |
| <input type="radio"/> Increased use of tobacco, alcohol & drugs | <input type="radio"/> Nail biting                    | <input type="text"/>                           |

### Emotional Symptoms

- |  |  |                              |
|--|--|------------------------------|
| <input type="radio"/> Frequent mood swings | <input type="radio"/> Tearfulness                                    | <input type="radio"/> Other: |
| <input type="radio"/> Impatience           | <input type="radio"/> Inability to concentrate                       | <input type="text"/>         |
| <input type="radio"/> Fits of rage         | <input type="radio"/> Deterioration of personal hygiene & appearance |                              |

# Stress Plan

Planning ahead can help you manage the stress in your life. Break down your stressors (anything that causes you stress) into four types: those you can't change and must **ACCEPT**; those you can **AVOID**; those you can **ALTER**; and those you can **ADAPT** to. Fill in your Stress Plan by listing a stressor, then checking the appropriate box to indicate whether it's one you can alter, avoid, adapt to, or accept. In the last column, plan how you'll deal with the stressor using our tips or your own ideas. Try making a plan for just one this week. You can tackle more later.

Stressor	Accept	Avoid	Alter	Adapt	How will you deal with it?

## To **ACCEPT** a Stressor

- Join a support group.
- Take care of yourself physically.
- Talk to a trusted friend.
- Remind yourself of how you have coped with difficult situations in your past.

## To **ALTER** a Stressor

- Turn off your email and instant messenger function.
- If your workload feels overwhelming, make a list of the most important tasks and tackle them in order.
- If an upcoming doctor or dentist visit is stressing you, talk to them beforehand and let them know you are nervous. They can often explain procedures to ease your mind, or even prescribe a mild tranquilizer to help you through your appointment.

## To **AVOID** a Stressor

- Avoid traffic by leaving early for work or taking public transportation.
- Try to control the channel of communication with extremely difficult people – stick to email, for instance, where you have time to compose your thoughts instead of being drawn into a verbal battle.
- Learn to say no when you're asked to do more than you can handle.

## To **ADAPT** a Stressor

- Ask yourself if you really want to spend energy being stressed about it.
- Put the stressor into perspective by listing the positive things in your life.
- Will this stressor be important a year from now? If not, try to let it go.
- When you begin to feel stressed, practice your deep breathing exercises or visualize yourself somewhere calm and relaxing.
- Think before you react.