

MANAGING YOUR EMOTIONS

1. What is Stress?
 - a) Tension, the kind you feel when faced with a new, unpleasant or threatening situation.
 - b) Physical signs of stress:
 - Muscles tighten
 - Blood pressure rises
 - Nervousness
 - Headaches
 - Heart speeds up
 - Extra adrenaline
 - Lack of energy
 - Cold hands and feet
 - c) Psychological signs of stress:
 - Confusion
 - Mood changes
 - Depression
 - Changes in sleeping, eating and sex habits
 - Increased use of alcohol and other drugs
 - d) Over along period of time, tension can effect your health, contributing to:
 - Ulcers
 - Allergies
 - High blood pressure
 - Heart attacks
 - Immune System Deterioration
 - Stroke
2. Stress effects the way you think and feel:
 - a) About YOURSELF - attacks your self-esteem and lessen positive feelings of self worth.
 - b) About other PEOPLE - Unless you take time to relax and "recharge your batteries" stress makes it harder to relate to people in ways you would like to.
3. Sources of Stress:
 - a) In your personal life - Family discord, sickness, money problems. Even happy events, "Your Marriage".
 - b) At your job - Pressure to meet deadlines. Conflicts with your boss or co-workers Too much or too little work to do.
 - c) In your environment - The weather, the noise levels around you, over-crowding, physical comfort of your surroundings.
4. Control harmful stress:
 - a) Plan, Start today - Do something you enjoy! Whether you enjoy yourself indoors or out, alone or with others, do what's satisfying to you.
 - b) Set aside time for yourself - Your need for relaxation and recreation is important, make time for it each day.
 - c) Do it with commitment - Start an activity and stick with it.
5. Proper breathing is one of the most effective ways for reducing stress.
 - a) Try each of the following, they can be done anytime and anywhere, without interrupting your schedule.
 - Relax your arms and shoulders
 - Rotate your head in a circle a few times - first to the right, then to the left.
 - Close your eyes. Take a deep breath and exhale. Repeat.
 - Concentrate on your breathing - put aside all stressful thoughts.