

## STRESS REDUCTION PROCEDURES

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### PHYSICAL

	<b>Often</b>	<b>Sometimes</b>	<b>Never</b>
Get enough sleep.			
Eat a well-balanced diet (plenty of grains and vegetables, limited amounts of dairy, sugars, and red meat).			
Exercise at least 1/2 hour at least three times a week.			
Avoid drugs.			
Avoid alcohol.			
Avoid caffeine.			
Decrease use of sugar and salt.			

### ENVIRONMENT

	<b>Often</b>	<b>Sometimes</b>	<b>Never</b>
Use adequate light to read or do other activities by. Have, whenever possible, natural light in your rooms.			
Be warm enough in work areas.			
Surround yourself with living plants.			
Don't exceed moderate sound levels when playing music, videos, radio, or T.V.			
Have adequate ventilation.			
Have room size livable and comfortable.			
Use light colors on walls, fabrics, and interior spaces.			

COMMUNICATION

	<b>Often</b>	<b>Sometimes</b>	<b>Never</b>
Listen to others without interrupting.			
Use restraint in listening to trivia.			
Decide if a dispute is worth arguing about.			
Talk over jobs with others involved in them.			
Work through any grudges you may have with anyone.			
Use less anger when dealing with others.			
Use less suffering and feeling sorry for yourself when dealing with others.			
Use less helplessness when dealing with others. Try not to have others always rescue you.			

THOUGHT

	<b>Often</b>	<b>Sometimes</b>	<b>Never</b>
Avoid mental overreaction to situations.			
Don't take everything personally.			
Look at the bright side of things.			
Love your neighbor and yourself.			
Realize the world is not a perfect place.			
Downplay "urgent" situations.			
Realize you are worthwhile.			
Be realistic in your expectations.			
Do a little daydreaming.			

LIFESTYLE

	<b>Often</b>	<b>Sometimes</b>	<b>Never</b>
Plan some idleness each day.			
Read books and do tasks that demand concentration. This teaches you to focus and attend to one thing at a time.			
Slow down when eating and savor your food.			
Have your own private retreat at home.			
Avoid things that upset and frustrate you.			
Concentrate on self-enrichment.			
Concentrate on one task at a time.			
Don't have too many changes in your life at once.			
Withdraw temporarily from stressful situations.			
Have active hobbies.			
Do unusual tasks rapidly.			
Do important items early in the day.			
Have enough time to do important jobs right.			
Live by the calendar not the stop watch. Slow down.			
Establish daily goals.			
Establish long-range goals.			
Prepare ahead of time for exams and other evaluations.			
Don't be stingy with people.			
Be on time. Late plus a good excuse does not make you on time.			

PROFESSIONAL TREATMENT

	<b>Often</b>	<b>Sometimes</b>	<b>Never</b>
Learn and use relaxation procedures including breathing, muscle relaxation, and meditation.			
Use biofeedback for muscle relaxation.			
Learn and use self-hypnosis.			
Talk to a professional. Work on your fears. Work to reduce depression and anxiety. Work on communication skills.			

If you are still having difficulty being specific about the when of where of stress in your life, monitor yourself with the weekly log sheet for a few weeks. Then analyze when and where, and in what situations your stress comes on and use the reduction procedures previously described.