

Managing Stress

CAUSES AND SOURCES OF STRESS

What are your sources of stress?

What are the effects of stress on the body?

How are the body and mind connected?

What do you have control over? What do you not have control over?

TECHNIQUES FOR MANAGING STRESS

SOUND

- White noise (downloadable smartphone app)
- Noise-reducing headphones
- Relaxing sounds – rain, ocean, birds, music - - - rain

MASSAGE AND ACCUPRESSURE

- Self-massage – temples, face, hands
- Stress balls

MEDITATION / VISUALIZATION

- Guided visualization
- Meditation
- Mindfulness

AROMATHERAPY

- drop on cotton ball/Kleenex
- spray diffuser
- candle diffuser
- bath
- massage oil
- temples

BREATHING

SELF TALK

- Affirmations
- Attitude

NATURE

- Spend time
- Watch videos
- Be near water / ocean
- Fresh air

EXERCISE

- Walking
- Stretching - - Eagle pose
- Balance -- Tree pose

HEAT

- Compresses
- Bath

	Trigger / Cause	Effect on you	How do you deal with it?
Ex.	<i>Need to move</i>	<i>Tightness in jaw</i>	<i>Chew on cardboard</i>
1			
2			
3			
4			
5			

STRESS REDUCTION ACTION PLAN

Which of these activities seem silly, unrealistic, or probably wouldn't work for you?

Which of these activities do you think is most appealing for you?

Which of these stress-reducers can you introduce right away?

1. _____
2. _____
3. _____

Which of these stress reducers can you introduce over time?

1. _____
2. _____
3. _____

MANAGING STRESS BIBLIOGRAPHY

Perfectionism and Procrastination

- Basco, M. R. (1999). *Never good enough: Freeing yourself from the chains of perfectionism*. New York: Free Press.
- Bassett, L. (2002). *Life without limits: Conquer your fears, achieve your dreams, and make yourself happy*. New York: HarperCollins.
- Tracy, B. (2001). *Eat that frog!: 21 great ways to stop procrastinating and get more done in less time*. San Francisco: Berrett-Koehler Publishers.
- Smith, A. W. (1990). *Overcoming perfectionism: the key to balanced recovery*. Deerfield Beach, FL: Health Communications.

Food and Diet

- Bays, J. C. (2009). *Mindful eating: A guide to rediscovering a healthy and joyful relationship with food*. Boston: Shambhala.

Stress and Management for Administrators

- Blanchard, K. H., Oncken, W., & Burrows, H. (1989). *The one minute manager meets the monkey*. New York: Morrow.

Organization and Time Management

- Allen, D. (2001). *Getting things done: The art of stress-free productivity*. New York: Penguin Books.
- Bykofsky, S. (1992). *500 terrific ideas for organizing everything*. New York: Simon & Schuster.
- Covey, S. R. (1989). *The seven habits of highly effective people*. New York: Simon and Schuster.
- Covey, S. R., Merrill, A. R., & Merrill, R. R. (1994). *First things first: To live, to love, to learn, to leave a legacy*. New York: Simon & Schuster.
- Culp, S. (1994). *You can find more time for yourself every day*. Cincinnati, OH: Betterway Books.
- Dorff, P. (1986). *File...don't pile!: A proven filing system for personal and professional use*. New York: St. Martin's Press.
- Eisenberg, R., & Kelly, K. (1986). *Organize yourself!*. New York: Collier Books.
- Frost, R. O., & Steketee, G. (2011). *Stuff: Compulsive hoarding and the meaning of things*. Boston: Mariner Books.
- Morgenstern, J. (1998). *Organizing from the inside out: The foolproof system for organizing your home, your office, and your life*. New York: Henry Holt.
- Richardson, C. (1998). *Take time for your life: A personal coach's seven-step program for creating the life you want*. New York: Broadway Books.
- Taking control of your time*. (2005). Boston: Harvard Business School Press.

Relationships: Marriage and Spouse

- Chapman, G. D. (2010). *The 5 love languages: The secret to love that lasts*. Chicago: Northfield Publishing.
- Gottman, J. M., & Silver, N. (1999). *The seven principles for making marriage work*. New York: Crown Publishers.
- Hendrix, H. (1988). *Getting the love you want: A guide for couples*. New York: Perennial Library.
- Johnson, S. (2008). *Hold me tight: Seven conversations for a lifetime of love*. New York: Little, Brown & Co.

Relationships: Parenting

- Elias, M. J., Tobias, S. E., & Friedlander, B. S. (1999). *Emotionally intelligent parenting: How to raise a self-disciplined, responsible, socially skilled child*. New York: Three Rivers Press.
- Faber, A., & Mazlish, E. (1982). *How to talk so kids will listen & listen so kids will talk*. New York: Avon.
- Kohn, A. (2006). *Unconditional parenting: Moving from rewards and punishments to love and reason*. New York: Atria Books.
- Harris, B. (2003). *When your kids push your buttons and what you can do about it*. New York: Warner Books.
- Hendrix, H., & Hunt, H. L. (2003). *Giving the love that heals: A guide for parents*. New York: Atria Books.

Inspiration and Encouragement

- Albom, M. (1997). *Tuesdays with Morrie: An old man, a young man, and life's greatest lesson*. New York: Anchor Books.
- Alter, R. M., & Alter, J. (2001). *How long till my soul gets it right?: 100 doorways on the journey to happiness*. New York: ReganBooks.
- Beattie, M. (1990). *The language of letting go cards*. Santa Monica, CA: Hay House.
- Burns, D. D. (1990). *The feeling good handbook*. New York: Plume Book.
- Canfield, J., & Hansen, M. V. (1993). *Chicken soup for the soul: 101 stories to open the heart and rekindle the spirit*. Deerfield Beach, FL: Health Communications, Inc..
- Canfield, J., & Hansen, M. V. (1995). *The Aladdin factor*. New York: Berkley Books.
- Hay, L. L., & Kolb, G. (1990). *Love yourself, heal your life workbook*. Santa Monica, CA: Hay House.
- Hay, L. L., & Tomchin, L. C. (1991). *Heart thoughts: A treasury of inner wisdom*. Santa Monica, CA: Hay House.
- Horn, S. (2000). *What's holding you back?: 30 days to having the courage and confidence to do what you want, meet who you want, and go where you want*. New York: St. Martin's Griffin.
- Jampolsky, G. G. (1979). *Love is letting go of fear*. Millbrae, CA: Celestial Arts.
- Sills, J. (1994). *Excess baggage: Getting out of your own way*. New York: Penguin.
- Smith, A. (2007). *Achieve your goals: Strategies to transform your life*. London: Dorling Kindersley.
- Thomas, M. (1995). *A new attitude: Achieve personal and professional success by keeping a positive mental outlook*. Shawnee Mission, KS: National Press Publications.
- Goulston, M., & Goldberg, P. (1996). *Get out of your own way: Overcoming self-defeating behavior*. New York: Berkley Publishing Group.
- Mason, J. (1999). *Know your limits—then ignore them*. Tulsa, OK: Insight Publishing Group.
- Neff, K. (2011). *Self-compassion: Stop beating yourself up and leave insecurity behind*. New York: William Morrow.
- Palmer, P. J. (2000). *Let your life speak: Listening for the voice of vocation*. San Francisco: Jossey-Bass.

Psychology, Depression, and Happiness

- Canfield, J., & Hansen, M. V. (1996). *Dare to win*. New York: Berkley Books.
- Carlson, R. (1994). *You can feel good again: Commonsense strategies for releasing unhappiness and changing your life*. New York: Plume.
- Csikszentmihalyi, M. (2008). *Flow: The psychology of optimal experience*. New York: Harper Perennial.
- Keirse, D., & Bates, M. (1984). *Please understand me: Character and temperament types*. (5 ed.). Del Mar, CA: Prometheus Nemesis.
- Keirse, D. (1998). *Please understand me II: Temperament, character, intelligence*. Del Mar, CA: Prometheus Nemesis.
- Lyubomirsky, S. (2008). *The how of happiness: a scientific approach to getting the life you want*. New York: Penguin Press.

The Mind-body Connection

- Chödrön, P. (2003). *Comfortable with uncertainty: 108 teachings on cultivating fearlessness and compassion*. Boston: Shambhala.
- Crum, T. F. (1998). *Journey to center: Lessons in unifying body, mind and spirit*. New York: Fireside.
- Crum, T. F. (1987). *The magic of conflict: Turning a life of work into a work of art*. New York: Simon & Schuster.
- Fehmi, L., & Robbins, J. (2008). *The open-focus brain: Harnessing the power of attention to heal mind and body*. Boston: Trumpeter.
- Gallwey, W. T. (2008). *The inner game of tennis: The classic guide to the mental side of peak performance* (rev. ed.). New York: Random House.
- George, M. (1998). *Learn to relax: A practical guide to easing tension & conquering stress*. San Francisco: Chronicle Books.
- Naht Hanh, T. (1987). *The miracle of mindfulness: An introduction to the practice of meditation*. Boston: Beacon Press.
- Promislow, S. (2005). *Making the brain/body connection: A playful guide to releasing mental, physical & emotional blocks to success* (rev. ed.). Vancouver, BC, Canada: Enhanced Learning and Integration, Inc.
- Rosenberg, M. B. (2003). *Nonviolent communication: a language of life* (2nd ed.). Encinitas, CA: PuddleDancer Press.
- Schwartz, A. E. (1995). *Guided imagery for groups: Fifty visualizations that promote relaxation, problem-solving, creativity, and well-being*. Duluth, MN: Whole Person Associates.
- Wehrenberg, M. (2008). *The 10 best-ever anxiety management techniques: understanding how your brain makes you anxious & what you can do to change it*. New York, NY: Norton.
- Wilson, P. (1999). *Calm at work: Breeze through your day feeling calm, relaxed, and in control*. New York: Plume.
- Yee, R., & Zolotow, N. (2004). *Moving toward balance: 8 weeks of yoga with Rodney Yee*. Emmaus, PA.: Rodale.
- Zinn, J. (2005). *Full catastrophe living: Using the wisdom of your body and mind to face stress, pain, and illness*. New York: Delta Trade Paperbacks.