



Start Living - Stop Stressing

Top 10 key steps to stress-free living.

**Remember, knowledge on its own won't make anything change,
What makes it count is putting it into ACTION!**

Start

- 1. START TO PUT YOURSELF FIRST:** If you eat & drink healthily, schedule regular physical exercise that you enjoy & manage your time effectively, you'll be in a better position to help others.
- 2. START TO PRIORITISE TASKS:** There are only so many things we can do well during each day, so choose your top 3 most urgent tasks each morning and make them your priority. Reschedule, renegotiate your commitments or delegate – you can make it happen!
- 3. START TO MAKE TIME TO RELAX & MENTALLY UNWIND:** Meditation, breathing & relaxation exercises have been proven to be effective in reducing stress and anxiety, they are an ideal way to switch off AND they boost your immune system. Just a few minutes a day will pay huge dividends.
- 4. START TO EMPATHISE WITH OTHERS:** There are many different behaviour styles that affect how we communicate with each other. Be aware that different people perceive your words & actions in a way you didn't intend. Take time to listen to others & look for solutions.
- 5. START TO LIVE LIFE TO THE FULL:** Life is supposed to be fun! Spend a few minutes each day to appreciate the things you have in your life today. This will help you to see opportunities for growth and learning – even from the most challenging situations.

Stop

- 6. STOP IGNORING YOUR NEEDS.** Know what is expected of you and what is reasonable. Take short breaks throughout the day & know when and how to say 'No' both at work & home.
- 7. STOP GETTING DISTRACTED:** If you're experiencing too much pressure or just have a lot going on in your life, staying focused isn't easy. It may help to ask for support from colleagues or friends & prioritise urgent, important & non-urgent tasks.
- 8. STOP ALLOWING OTHERS TO MAKE YOU FEEL INFERIOR:** You are unique and no two people have exactly the same experience of life. The key to stress-free living is to accept yourself for exactly who you are today, including past mistakes and things you might not be so proud of. Work on your self-belief and confidence and then just go for it!
- 9. STOP BEING JUDGMENTAL:** Try to adopt a more flexible thinking style which will improve your mental well-being, whilst reducing unnecessary pressure for both you and those around you. Practice being objective and understanding.
- 10. STOP AVOIDING THE THINGS YOU LEAST WANT TO DO!** We often put off tasks that can become a recipe for worry. Take control & promise yourself a reward when you get it done.