

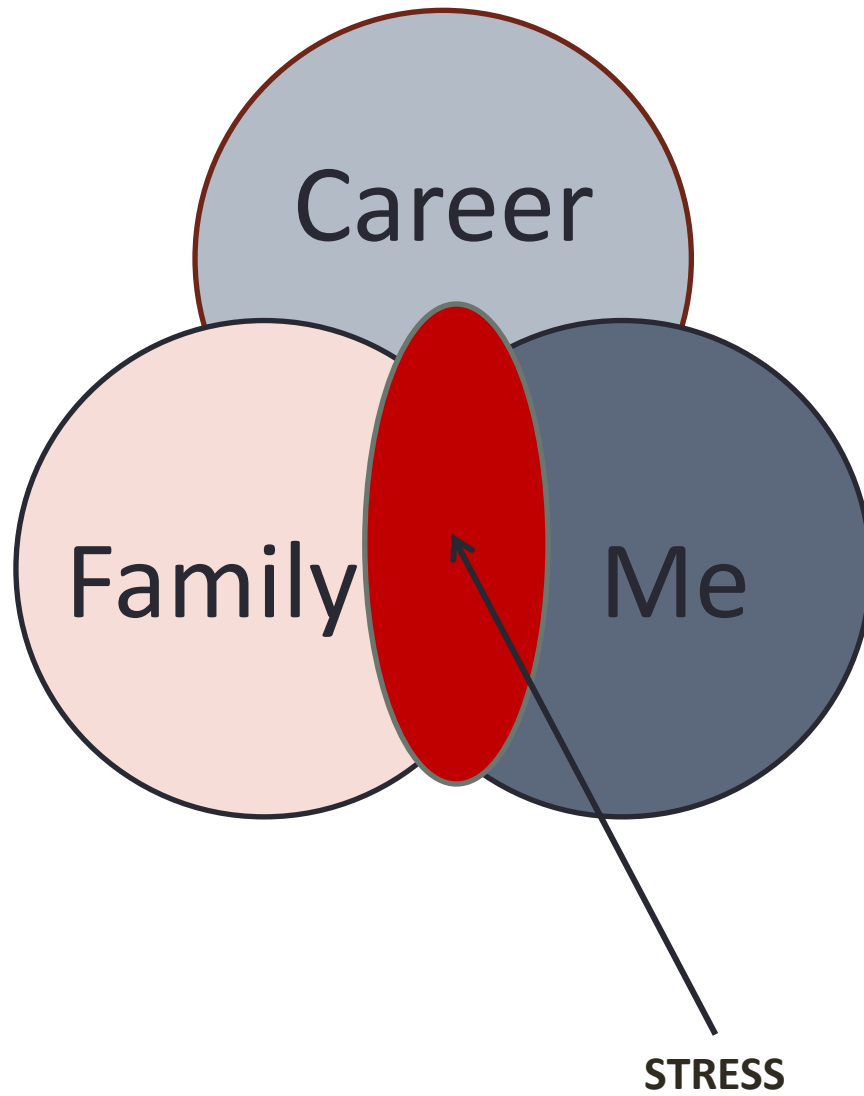
Relax, Restore, Regroup, Recharge: Practicing the 4R's of Managing Stress in Your Life

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A word cloud featuring various roles and relationships. The words are arranged in a roughly circular pattern, with some overlapping. The colors of the words range from light green to dark red. The roles include family members, professional titles, and social roles.

Words included in the word cloud:

- supporter
- niece
- daughter
- cheerleader
- coach
- boss
- administrator
- wife
- friend
- mother
- manager
- leader
- professional
- mentor
- sister
- aunt
- cousin



Stress is a consequence of or a general response to an action or situation that places special physical or psychological demands or both on a person. Human beings can tolerate certain amounts of stress. Small amounts of stress (eustress) can have positive effects by energizing people towards goal, however excessive stress can seriously and negatively impact a person's health and job performance.

Source: Kakunje A. Stress Among Health Care Professionals – The Need For Resiliency. Online J Health Allied Scs. 2011;10(1):1

Chronic stress can be toxic.

Adapted from the four-hour PBS documentary series UNNATURAL CAUSES: Is Inequality Making Us Sick?
www.unnaturalcauses.org retrieved September 17, 2015

50 Common Signs and Symptoms of Stress

- 1. Frequent headaches, jaw clenching or pain
- 2. Gritting, grinding teeth
- 3. Stuttering or stammering
- 4. Tremors, trembling of lips, hands
- 5. Neck ache, back pain, muscle spasms
- 6. Light headedness, faintness, dizziness
- 7. Ringing, buzzing or “popping sounds
- 8. Frequent blushing, sweating
- 9. Cold or sweaty hands, feet
- 10. Dry mouth, problems swallowing
- 11. Frequent colds, infections, herpes sores
- 12. Rashes, itching, hives, “goose bumps”
- 13. Unexplained or frequent “allergy” attacks
- 14. Heartburn, stomach pain, nausea
- 15. Excess belching, flatulence
- 16. Constipation, diarrhea, loss of control
- 17. Difficulty breathing, frequent sighing
- 18. Sudden attacks of life threatening panic
- 19. Chest pain, palpitations, rapid pulse
- 20. Frequent urination
- 21. Diminished sexual desire or performance
- 22. Excess anxiety, worry, guilt, nervousness
- 23. Increased anger, frustration, hostility
- 24. Depression, frequent or wild mood swings
- 25. Increased or decreased appetite
- 26. Insomnia, nightmares, disturbing dreams
- 27. Difficulty concentrating, racing thoughts
- 28. Trouble learning new information
- 29. Forgetfulness, disorganization, confusion
- 30. Difficulty in making decisions
- 31. Feeling overloaded or overwhelmed
- 32. Frequent crying spells or suicidal thoughts
- 33. Feelings of loneliness or worthlessness
- 34. Little interest in appearance, punctuality
- 35. Nervous habits, fidgeting, feet tapping
- 36. Increased frustration, irritability, edginess
- 37. Overreaction to petty annoyances
- 38. Increased number of minor accidents
- 39. Obsessive or compulsive behavior
- 40. Reduced work efficiency or productivity
- 41. Lies or excuses to cover up poor work
- 42. Rapid or mumbled speech
- 43. Excessive defensiveness or suspiciousness
- 44. Problems in communication, sharing
- 45. Social withdrawal and isolation
- 46. Constant tiredness, weakness, fatigue
- 47. Frequent use of over-the-counter drugs
- 48. Weight gain or loss without diet
- 49. Increased smoking, alcohol or drug use
- 50. Excessive gambling or impulse buying

Source: American Institute of Stress, www.stress.org/stress-symptoms retrieved September 23, 2015



Activities or tasks in your professional or personal life that redirect your focus or do not add value.

Prioritization Exercise

On a separate sheet of paper, write down in priority order projects or tasks you have to complete. Once the list is complete, transfer in list order the projects to this page. Any task project above the red line is important. Anything below the red line, ask yourself the following questions:

Is this something that I must do?

Is this an opportunity to develop someone else?

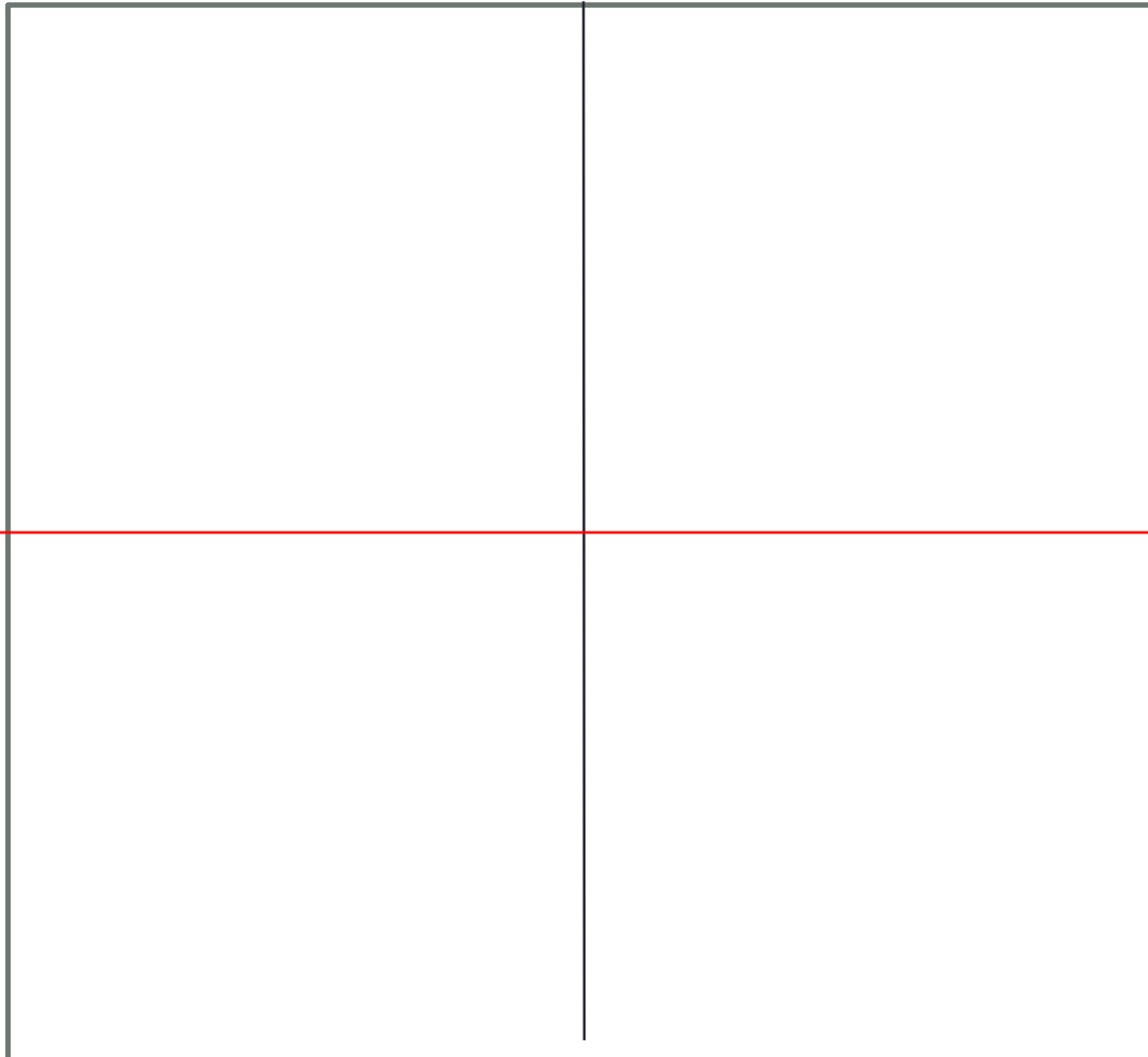
How does this add value to my life?



Prioritization Grid

Professional/Work Life

Personal/Family Life



The Power of “No”



or

The Best “Yes”



Relax

Just Breathe

Mental “Vacay”

60 Second Inventory

Walk It Off



Restore & Regroup

Be Kind to You

The Lesson in the
Learning



Revisit Your Priorities

Recharge

Be “Frozen”

Reconnect To or Find Your Passion

Practice Patience and Persistence

Detox

See the Humor

Final Thoughts

Be More Not Do More

Say “No” Without Guilt

Remain Flexible – Life
will change

Use the “Buddy” System

Laugh – It’s good for
the soul