



PLAYING IT SAFE

# NONPROFIT & FAITH BASED

## Ways to Combat Stress

### *Recognizing and dealing with work-related stress*

Working in a public or nonprofit organization can be stressful for a variety of reasons. Charged with vital roles in society such as educating children, delivering assistance to the needy or administering funds, we must answer to citizens, supervisors and our peers—all of whom might have different priorities and expectations. You may sometimes feel underappreciated by the public you serve or stressed by the many pressures you face. In any case, failing to address your stress can only worsen it. If you don't take steps to deal with stress, you could end up with serious medical conditions.

#### **Acknowledge Stress**

Look out for early symptoms of stress, and take steps to relieve them quickly. If you let them go unchecked, these symptoms can develop into more serious health complications such as heart problems, depression and anxiety. Be wary of the following stress symptoms:

- Insomnia
- Short temper
- Headaches
- Upset stomach
- Sore back
- Job dissatisfaction
- Difficulty concentrating
- Increased errors

#### **Make Changes**

Changing the way you work can help to relieve some sources of stress. Consider these tips:

- Prioritize. Begin with your most important or pressing tasks. Concentrate on other tasks only when you have finished.
- Make sure you are clear about the definition of your role and responsibilities. Ask your supervisor if you have any doubt.
- Stay organized. A clean office or an efficient daily planner can often give you more clarity.
- Anticipate possible disagreements with anyone you interact with and plan how you will calmly deal with them.

#### **Focus on Your Personal Life**

A successful employee at is able to balance his or her work with a personal life.

- Make time for friends and family, as spending time with those you love will help you unwind.
- Live a healthy lifestyle. Exercise, eat well and sleep at least eight hours a night.
- Spend time on outside hobbies, interests or passions. This will help you detach from the work environment and reduce your stress.

Be safe and healthy on the job at with these helpful tips provided by **ChurchInsure**.

If you ever feel overwhelmed, talk to your superior about ways in which can help you beat work-related stress.

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