

# How to Handle Pressure

Here are some clear and simple ways of controlling stress:



1. **Constructive self-talk and positive praise** – Positive internal chat calms you down and helps motivation.
2. **Increase your oxygen input** – Your brain uses 60% of your intake of oxygen. Breathe deeply, hold it a few seconds. Relax your shoulders and arms. Breathe out. Sit up straight, keep your spine straight and allow blood and oxygen to flow properly. You'll begin to unwind.
3. **Recognise that you're stressed** – Spot the danger signals. Resolve to deal with it. Know what relaxes you and what you enjoy. Know when to stop – when to say “No”.
4. **Organise your time sensibly** – balancing work and play. Timetable yourself carefully. Plan your daily routine – set realistic targets.
5. **Exercise** – It allows your body to work off tension, increases oxygen/blood circulation and often gives your mind a break.
6. **Eat sensibly** – a good diet is very important.
7. **Plan in Rewards** – Celebrate success. Small successes deserve rewards just as much as big successes!
8. **Sleep well** – relax before you go to sleep. Don't become over tired: don't cut down on your optimum sleep time.
9. **Play relaxing music** it is amazing how this calms the mind.
10. **Try to predict difficult times ahead** – use a monthly calendar or use one of the planners on your Interactive Organisation CD Rom.
11. **If in doubt, seek help and advice.** Often a problem shared is a problem solved!

