

14. Build relaxation into your life.

No matter how busy you are, put aside some time each day just for you. Go out for a walk, phone a friend, do the garden, read a book, watch TV, listen to music. Try to keep this time for yourself.

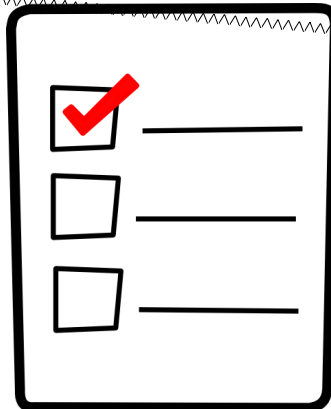


18. Confide in others. If there are people around whom you can trust, let them know how you feel. They may be able to see ways out of problems you have not thought about. In any case, getting things off your chest can help. It may also reduce the feelings of being alone that are so common in stress.

19. Other People's Shoes. Imagine how you would react if a friend came to you with the same problem. What advice would you give them? Would that same advice work for you?



15. Prioritise. Decide what has to be done and decide what can wait. Put things in number order, number 1 has to be done first thing, number 10 by the end of the week. Keep revising your list.



16. Do the worst thing first. If you have a list of things to do, do the one thing you least want to do first. Get it out of the way and the rest will seem easier to cope with.



17. Don't try to be Superman or Wonder Woman. Do you try to do it all? Why? The house or your job will still be there after you have gone.



Stick to your good points and learn to live with your faults. Accept that you are not perfect—none of us are.

20. Keep a routine. If you are off work make sure you get up early, get dressed first thing. Make sure you eat cooked meals at the right times. As far as you can make sure you do the same things you normally do. Keeping a structure in your day will help hold back the problems.



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Ways to Cope

FOR MORE HELP AND SUPPORT CONTACT

EMPLOYEE HEALTH AND WELLBEING GROUND FLOOR, CITY HALL

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Stress - 20 Ways to Cope is part of Bradford District Care Trust's Wellbeing Course, "Keeping Psychologically Healthy".

For more information visit www.bdct.nhs.uk/iapt



Read through these and pick ones that meet your needs.

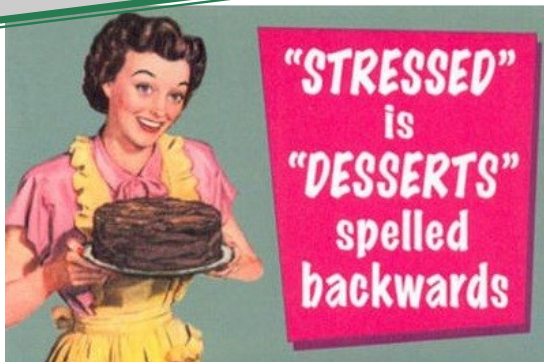
1. **Deal with problems on the spot.** Don't bottle up your feelings, they will grow and grow inside you until they erupt. This will weaken your sense of control. If there are problems make sure you deal with them on the spot.

2. **Strong confiding relationships.** Stress may make us irritable and harder to live with. This can weaken relationships but we know that strong relationships can help fight stress.



3. **Slow Down.** Don't do things at 100 miles an hour. Eat, walk and drive more slowly. If you don't get as much done as you would like to then it's no big deal, there's always another day.

4. **Divide problems up.** If you face a huge problem and can see no way to cope with it, see if you can divide it up into 'bite-size' bits, then tackle the bits one at a time.



5. 'Must's and 'Should's.

Work out what is reasonable for you to achieve and be happy with this.

"I must see my mother today"

"If I get through all the things I want to at home I'll take a run down to my mother's, if not I'll see her later in the week."

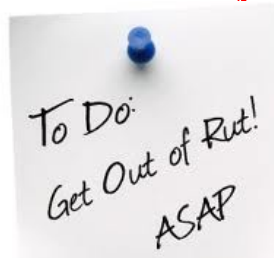
"I should offer to run the football team this year."

"I don't get a chance to relax as it is, it would be daft to take on more pressure—someone else can take a turn."

6 Coping with ruts.

If you feel your life is in a rut just now, same old routine day in and day out, then think about change. Plan your weekends, do something different, go for a drive, visit friends, go for a long walk.

Take up new hobbies, look for challenges. If you can afford it plan the odd weekend away as a change of scenery can help.



7. One thing at a time.

Imagine someone talking on the phone, writing a letter, searching through papers and trying to grab a quick snack all at the same time. It's overload!

8. Look and sound relaxed.

Other people will pick up on how you are feeling. You will feel better if you know that on the outside at least you are looking calm.



9. Past Experience.

If you are in a jam, ask yourself if you have been in a similar jam before. How did you deal with it? If what you did worked, try it again. If it didn't, learn from your mistakes.

10. **Don't accept other people's targets.** Do people expect too much of you? If you feel they do, confront this. Have a quiet word and try to sort this out. If you can't agree, say "NO".

11. Eating.

Short term—taking a lot of carbohydrates and cutting down on protein can help reduce stress levels.

Long Term—try to eat more healthy foods, avoid fried and fatty foods, cut down sugar and salt, eat fewer sweets and cakes, eat more fruit, veg and whole-wheat bread.

Don't eat too much.

12. **Smoking.** Some people feel that smoking helps them relax but smoking floods the body with nicotine which stimulates the body and may increase feelings of stress. Try to stop. Ask your GP for help or contact the Council's Stop Smoking Service on 01274 437700.

13. **Situations out of your control.** There are things in life you can't change. If you accept that you can't do anything to change things for the better this may help you deal with the stress that remains, and you can focus on the things you can do something about.