

Excerpts from Godsend Psychological Services eNewsletter  
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## **Healthy Work Life Tips**

Step 1. Evaluate your current life/work situation. Assess your current level of performance, productivity, health, and well-being. Is there a fit between your own goals and values and your employer's mission and values? If conflicts exist, don't ignore them; think about how to resolve them and plan on improving this situation.

Step 2. Develop stress management skills. Stress affects your physical, emotional, and spiritual health. Educate yourself about better ways to manage your time and stress. Attend a stress management workshop.

Step 3. Establish your priorities and set boundaries. You must be in charge of your schedule. Do not allow work to rob your personal time and family time. It's important that the new technologies—emails, smart phones, social media accounts—work for you and not vice versa.

Step 4. Develop a care plan. First, fix what is not working for you, and then, create a pro-active plan of continued improvement. Exercise. Eat 3 nutritious meals a day. Get adequate sleep (7–8 hours each night). Avoid drinking more than one cup of coffee a day or more than one alcoholic beverage a day. Self care helps to replenish your stamina, keep you focused, and build resilience against stress.

Step 5. Relaxation works. Learning and incorporating relaxation techniques as a part of your regular schedule will be a long-standing benefit in your life and will assist you in sustained success.

Step 6. Build solid relationships. The support of and connection to family, friends, colleagues, and God can sustain you under stress.

Step 7. Revisit your plan on a regular basis. What works for you today may not work for you next year. Change is inevitable and offers an opportunity for constant improvement.

Note: Information provided in this eNewsletter is designed to support, not replace the recommendation of your medical doctor or mental health provider.

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