



The Lifestyle Guy

# Garth Delikan

## The Lifestyle Guy

### Top 10

# Tips for Managing Workplace Stress



# Garth Delikan's

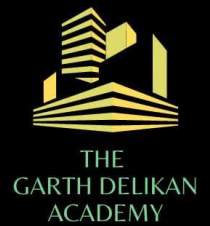


Top 10

**STRESS** MANAGEMENT TIPS

# Stress Management Tip

## No.1



### Powerful Visualisation Techniques:

The purpose of visualization is to enable you to quickly clear mental stress when your mind is racing with tension, and anxious thinking.

This visualization process, when practiced frequently, is very effective for eliminating deep-seated mental anxieties or intrusive thoughts.

There is no right or wrong way to carry out the visualization. Be intuitive with it and do not feel you are unable to carry it out if you are not very good at seeing mental imagery. As long as your attention is on the exercise, you will gain benefit.

It is best to do this exercise in a quiet place where you won't be disturbed, and then when you are more practiced you will be able to get the same positive results in a busier environment such as the workplace. You should notice a calming effect on your state of mind along with a sensation of mental release and relaxation.

Either sitting or standing, close your eyes and move your attention to your breath. To become aware of your breathing, place one hand on your upper chest and one on your stomach. Take a breath and let your stomach swell forward as you breathe in and fall back gently as you breathe out. Take the same depth of breath each time and try to get a steady rhythm going.

Your hand on your chest should have little or no movement. Again, try to take the same depth of breath each time you breathe in.

### This is called Diaphragmatic Breathing.

When you feel comfortable with this technique, try to slow your breathing rate down by instituting a short pause after you have breathed out and before you breathe in again. Initially, it may feel as though you are not getting enough air in, but with regular practice this slower rate will soon start to feel comfortable.

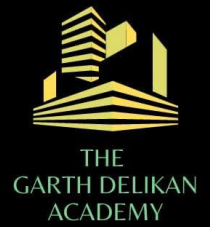
It is often helpful to develop a cycle where you count to three when you breathe in, pause, and then count to three when you breathe out (or 2, or 4—whatever is comfortable for you). This will also help you focus on your breathing without any other thoughts coming into your mind.

If you are aware of other thoughts entering your mind, just let them go and bring your attention back to counting and breathing. Continue doing this for a few minutes. (If you practice this, you will begin to strengthen the Diaphragmatic Muscle, and it will start to work normally—leaving you with a nice relaxed feeling all the time.)



# Stress Management

## Tip No.1



### Powerful Visualisation Techniques:

Now move your attention to your feet. Try to really feel your feet. See if you can feel each toe. Picture the base of your feet and visualize roots growing slowly out through your soles and down into the earth. The roots are growing with quickening pace and are reaching deep into the soil of the earth. You are now rooted firmly to the earth and feel stable like a large oak or redwood tree.

### Stay with this feeling of grounded safety and security for a few moments.

Once you have created a strong feeling or impression of being grounded like a tree, visualize a cloud of bright light forming way above you. A bolt of lightning from the luminous cloud hits the crown of your head, and that ignites a band of bright white light descending slowly from your head all the way down your body, over your legs, and out past your toes.

As the band of light passes over you, feel it clearing your mental state. It is illuminating your mind and clearing any disturbing or stressful thoughts that you may have been thinking about. Repeat this image four or five times until you feel a sense of clearing and release from any anxious thinking.

In finishing, see yourself standing under a large, luminescent waterfall. The water is radiant and bubbling with vitality and life. As you stand under the waterfall, you can feel the water run over every inch of your body, soothing you and instilling within you a sense of deep calm.

### Try to taste the water.

Open your mouth and let it run into your mouth, refreshing you. Hear it as it bounces off the ground around you. The water is life itself and it is washing away stress and worry from your mind and body. After a moment, open your eyes.

### Try to use all of your senses when carrying out the visualization.

To make the pictures in your mind as real as possible, use your senses of touch, taste, and hearing. Feel the water trickle down your body; hear the sound it makes as it splashes over you.

You can use any situation or location that will help calm you. We liken this to "finding your happy place". Maybe you feel relaxed in a swimming pool or on the beach. Imagine yourself there.

**Just make sure wherever you go in your mind is a place where you can be calm and rested.**



# Stress Management

## Tip No.2

### Natural Herbal Remedies:

#### St. Johns Wort

Although often easily accessible from your GP, there are many well-established reasons why taking an antidepressant drug to deal with stress is not a particularly smart move. However, there is absolutely no reason why you should do so because St John's wort is widely believed to provide exactly the same benefits as leading antidepressant brands like Prozac without the side-effects.

Indeed, in some countries in Europe (particularly Germany), St John's wort is prescribed as a treatment for anxiety, stress and depression far more commonly than antidepressants for this exact reason.

#### Passionflower

Passionflower in herbal form is a substance that is believed to have been used for hundreds of years to treat anxiety and insomnia. In more recent times, studies have indicated that the effects of passionflower are very similar to those of benzodiazepine drugs, although using passionflower tends to prompt a far higher improvement in job performance and less drowsiness than leading drugs such as Mexazolam.

Using passionflower is an extremely effective way of combating the worst effects of anxiety and stress completely naturally.

#### Valerian

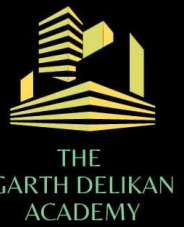
Whilst the herb valerian is most commonly known as a treatment for insomnia, there are indications that it can also help to relieve the worst symptoms for patients who suffer from stress or anxiety as well.

As a general rule, valerian should be taken an hour or so before retiring for the night and you will need to take your dose for two or three weeks before you start to feel any appreciable beneficial effects.

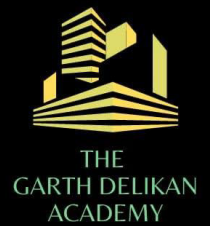
**However, because valerian is considered to be a fairly strong herbal remedy, you should not take it for more than three months at a time.**

Both capsules containing valerian extract and teas are available, but most people who use valerian prefer to take it in capsule form as the smell of the tea can apparently be somewhat off-putting.

**Possible side-effects that you should be on the lookout for are mild indigestion, slight light-headedness or palpitations and possible headaches.**



# Stress Management Tip No.2



However, as it is best to take valerian before going to bed, the majority of people suffer no adverse side-effects whatsoever. They do however enjoy significant benefits in terms of anxiety reduction and a better night's sleep, so valerian is a herbal option worth considering if you suffer from anxiety or stress.

## Calcium and magnesium

It is generally believed that you are more likely to suffer from stress if you do not have enough of certain trace minerals in your regular diet.

In particular, most stress experts agree that having sufficient calcium and magnesium in your diet is essential to limit the possibility of becoming a stress victim.

Of course, you can use dietary supplements to make sure that you consume enough of the necessary trace minerals, but it is generally a far better idea to try to increase the amount of foods or liquids that you consume which contain these essential trace elements.

By doing so, you effectively ensure that there is no way in which you can take an overdose of minerals, which is not something that can necessarily be said if you are supplementing your diet with pills or capsules.

There are plenty of websites where you can find information about both calcium and magnesium rich food and liquids, with this page as an example of the former and this of the latter. However, if you want to find more information, run a Google search for 'calcium rich foods' or a similar search for foods that contain plenty of magnesium.

## Aromatherapy

As avoiding stress is all about learning to relax more effectively, aromatherapy can be a big help in reducing your tendency to suffer stress.

By adding essential oils to your bath, infusers or as a massage oil, you can limit your susceptibility to stress and anxiety by regularly increasing your capacity for relaxation and serenity.

Oils that can be of great assistance in aromatherapy for stress reduction include lavender, jasmine, geranium, cypress and sandalwood.

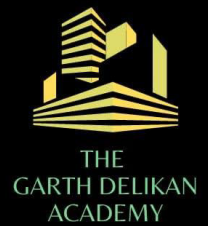


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# Stress Management Tip

## No.3



### Physical Activity:

These days life is busy: with deadlines and meetings and traffic, it is difficult to find time for your own care. You begin ignoring your body, and slowly signs of stress start showing on your body.

**It becomes all-important to undo the harm and be prepared to confront the consequences.**

Doing physical activity for twenty - thirty minutes a day could undo several of the adverse effects of stress. Each day physical activity not only makes you look and feel good and even loose a few extra pounds. It can also make your life less trying.

Getting physical exercise can decrease anxiety by up to 50%. Suppose half the tension is gone just because you took a morning run. While a workout cannot do away with all the affairs you need deal with, it can assist you in coping with your stress better.

**Here are a few of the reasons why physical activity is awesome for decreasing your tension and worries:**

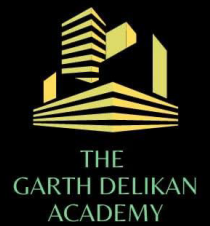
1. Physical activity improves your mood: physical exercise brings on chemicals that make you feel happier and ready to confront the day. It also increases blood flow to the brain; promoting this pleased, energetic sensation. The better you feel about life, the less stress will weigh you down.
2. Physical activity brings about additional energy: Stress makes you feel run down and exhausted throughout the day. If you exercise in the morning, you will get an excellent energy boost to keep you going in the late morning and afternoon. You may experience being exhausted throughout the first few weeks of physical activity, but be relentless and the energy will come.
3. Physical activity helps you sleep: there's nothing that decreases stress more than a Great night's sleep. Sleep not only recharges your strained, aching muscles; it also refreshes your mind and helps you to process information from the day. Getting more, higher quality sleep on a regular basis will assist you coping with the challenges of day-today life.
4. Physical activity allows time to think: much of the stress we confront is from our own mind. Rather than working and mending problems, we are worrying about them day in and day out.
5. Physical activity gives you time alone to center on your thoughts and clear your head without a bunch of distractions. That way, after your work out, you are able to get to work on mending a problem rather than worrying about it

**So design a plan and begin a regular workout routine. If you adhere to it, you will begin to feel less stressed, less nervous, and more at ease very fast.**



# Stress Management

## Tip No.4



### Using Music:

#### Music is a Healer.

Instinctively we turn to music to unwind and to create a favourable surrounding. Delicate and calming music does a good deal for our frazzled nerves. It washes away the weariness of a busy day.

Music therapy as a healing science is advancing in popularity. Consider the following to understand why music is gaining the attention of healers the world over.

1. Music aids you in sleeping better: In a study of elderly individuals with sleep related troubles, it was reported that listening to Classical and New Age music helped 96% of them to sleep better.
2. Music is helpful in pain management: Japanese researchers found that music aided in reducing pain in a control group, which listened to music throughout pain causing conditions. Music can be effectively used in pain management.
3. Music reduces surgical anxiousness: In a study conducted in a hospital, patients who listened to music of their choice in a surgical holding area had decreased levels of anxiety prior to, during, and after the surgery. It also helped in keeping their blood pressure lower before surgery.
4. Music helps reduce depression: it's apparent that music is able to improve mood and uplift the spirits. Now, psychologists have found that giving music therapy to patients of clinical depression, along with the standard treatment, helps reduce symptoms of clinical depression faster.
5. Music is in Our Blood! You're acquainted with music for relaxation since your childhood. As a child, your first encounter with music was probably your mother's lullaby. And who is not acquainted with the relaxing affect of nature's sounds, be it birds' chirruping, the slow gargling of a stream, or deep murmur of the river. All these sounds have a relaxing affect on all of us

Music takes your mind away from the immediate troubles: it produces a positive Atmosphere to think creatively, it unwinds you physically in addition to soothing you mentally; it produces a favourable surrounding.

**However, the music has to be of the right kind and it has to be of your liking.**

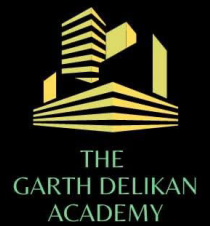
**Classical music and new age music are known to be relaxing for most of us.**

**Or, you may choose to listen to music, which has been specifically created for relaxation.**





# Stress Management Tip No.5



## Positive Self Talk:

It's very easy to get caught up in the negativity of people around you, but if you can implement these four little steps, you'll find yourself having a great day that will rub off on those around you.

## Try these simple techniques to bring a little joy into your day:

1. Wake up with a smile on your face. How many of us wake up and groan at the thought of the day ahead? Tomorrow morning try doing something a little different.
  - Set your alarm five minutes earlier than normal.
  - As you wake up, luxuriate in the warmth and softness of your bed.
  - Smile to yourself to set your inner mood.
  - Before you get out of bed, think of five things you're grateful for.
2. Show an interest in people! When you pick up your children from school, ask them about their day. They'll have so much to share with you if you give them a little time to do it. And listen to their answers - they know when you're not paying attention. When you're shopping, have a friendly smile on your face. Avoid rushing around and take the time to thank the checkout operator for her time - she likes to feel appreciated too.
3. Use the STOP sign. Anytime you feel yourself getting upset, anxious, or angry with people as you go through your day, flash a bright red or purple stop sign in your head. Take that moment to take a deep breath, center yourself, and then carry on with your conversation. You'll feel a lot less agitated and both parties will benefit.
4. Be nice. This last step is so simple, yet so many people are just too busy to put it into place. Being nice is as easy as smiling at the cabbie or the bus driver in the morning, saying "hello" to the person you buy your coffee from, or using the words "thank you" at least a half a dozen times a day.

If you take action to be nice, friendly, and caring, then your day will be so much better than if you run around feeling sorry for yourself, angry or upset.

**None of these tips will cost you anything in terms of money or time.**

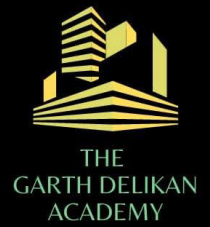
**It's easier on your face if you smile rather than frown; it's easier to get through a day feeling contented and happy. And if you share your happy mood, just imagine what a wonderful gift that can be for those around you!**



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# Stress Management Tip

## No.6



### Focus on You:

Do you feel like something is missing from your life?

### Learning to focus on you, instead of others, may be the key you've been seeking!

If you find that you're comparing yourself to others and coming up short, it's time to stop that destructive habit. Comparisons get you nowhere. Rather than leading to positive improvements, they only cause you pain and discontent.

A better choice is to focus on your own personal needs and wants. You're a unique individual who requires a personal approach!

This helps you boost your self-image because you're focused on improving yourself and not trying to beat someone else in some uncharted race. Learning to focus on you rather than everyone else around you can be a difficult task. Too often, we're so used to focusing on our families and friends that we don't even know how to begin the process of focusing on our own choices and decisions that determine our lives.

### Follow these five tips to help you focus on fully enjoying your life:

#### 1. Devote one hour a day to "me time."

During this time, focus completely on yourself and the things you need or desire to feel strong, lovable and important. Reflect on what's important to you. Dream big dreams and figure out small steps you can take to achieve them. Your "me-time" can be anything you like it to be: take a relaxing bubble bath, go for a walk, take a nap, get a manicure, read a novel, or do something else. Anything that brings you pleasure simply for the sake of pleasure qualifies as me-time.

#### 2. Take care of your own physical, spiritual and health needs.

Relying on someone else to meet your needs only leads to dependence and resentment. Don't wait for someone else to do these things for you. You have the power within you to meet your own needs and the only way you can be truly whole is to do just that.

#### 3. Feed your mind and body good healthy fuels.

You cannot expect your mind and body to function at their best if you don't provide them with the fuels they need to work at full capacity.

Feed your body good foods: fresh fruits and vegetables, whole grains, and lean proteins.

Drink plenty of water to keep your body fully hydrated.



# Stress Management Tip No.6

continued:

Feed your mind by reading informative, well-written books, newspapers, and magazines. Choose recreational reading that builds your mind and spirit. Limit your TV watching and spend your time pursuing things that stimulate your thinking instead.

Play board games rather than video games. Listen to music designed to stimulate your brain waves with binary beats.

#### 4. Spend time each day doing something you love.

No matter what your hobby is, it's healthy to indulge in a creative pastime.

Gardening, painting, drawing, playing the piano or guitar are all examples of hobbies that encourage your creativity while you use your hands to create something beautiful.

Start a gratitude journal.

#### 5. Begin and end each day by listing five unique things you're grateful for in your life.

Before long, you'll find that you spend more of your time dwelling on all the good things you have in the world rather than negative obstacles you might face.

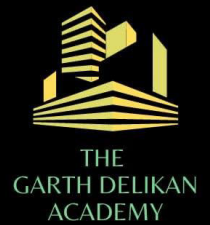
Focusing on you helps you take the best possible care of yourself. It allows you to replenish your batteries and regain your strength so you can be fully present and engaged in the rest of your day.

**Use these tips to start changing your focus today, and have many happy tomorrows!**



# Stress Management

## Tip No.7



### Use Affirmations:

One of the best ways to reinforce our positive feelings towards ourselves and to reduce the impact of any negative feelings is through the use of daily affirmations.

Affirmations are just short, positive and personal statements about yourself and/or about your desired outcomes for specific areas of your life. For example, you may use an affirmation to help you remain calm when making presentations at work, such as, "I am calm, confident and relaxed as I deliver my presentation with authority, composure and self-assurance."

Sadly many people do not see the enormous power inherent in the humble affirmation – either flatly refusing to accept that they have any positive benefit, or because they are expecting some 'magical' law of attraction type manifestation to occur as a result, and become disappointed or disillusioned when it does not.

**But simply put, affirmations work because they focus the mind on things you do want to happen in your life, and reduce the amount of time you spend thinking about the possibility of negative consequences occurring.**

In his book, Maximum Achievement, Brian Tracy teaches 3 universal 'laws' which are very relevant when it comes to the use of affirmations, and illustrates why they are so effective when used properly:

#### Law of Subconscious Activity

Any idea or thought that you accept as "true" in your conscious mind will be accepted unquestioningly by your sub-conscious mind and your sub-conscious will immediately begin work to bring it into your reality. All your words, actions and body language set a pattern consistent with your dominant thoughts and goals.

#### Law of Concentration

Whatever you dwell upon grows. The more intently you think about something the more it becomes a part of your reality.

#### Law of Substitution

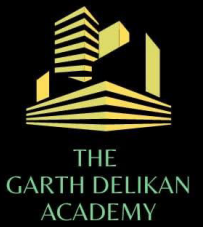
Your conscious mind can only hold one thought at a time and you can substitute one thought for another. This "crowding out" principle deliberately allows you to replace a negative thought with a positive thought. This allows you exert control over your dominant thoughts. Stop thinking about the problem and start thinking about the solution.



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# Stress Management

## Tip No.7



continued:

### Examples – Inner Calm and Peace

- ❖ I am peaceful, calm and relaxed - I now release all tension and embrace positive stress-free thoughts into my mind.
- ❖ I now choose to face any stressful situation with a calm mind and relaxed attitude.
- ❖ Peace is the natural state of the Universe, and I now allow peace to permeate everything I do.
- ❖ I now see the true magnitude of my stressors – they are small & insignificant in the big picture of life.
- ❖ I consciously recognize the peace present in all places at all times, because it resides within me.
- ❖ I am now fully relaxed and filled with peace of mind
- ❖ By breathing deeply and slowly, I am easily able to relax my body and mind instantly and in any situation
- ❖ When I sleep, my mind is at peace and my entire body is calm and rested

### Examples – Healthy Relationships

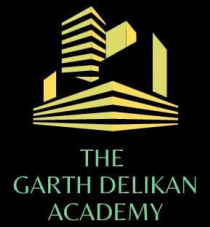
- I recognize and appreciate the positive actions of everyone I meet in my life.
- I treat every person I meet with respect, tolerance, warmth and understanding.
- I choose to allow joy into my life through my relationships.
- I love and respect myself and that allows me to freely love and respect others.
- I am open to letting others into my life and I emit positive energy to everyone I interact with.
- I unconditionally trust the most important people in my life.
- I feel a deep connection with those I choose to share my life with.
- I quickly and easily build strong rapport whenever I meet someone new in my life.



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# Stress Management

## Tip No.8



### Time Management:

Let's face it, no-one lies in their death bed wishing that they had spent more time at the office...

**You need to treat each and every day as though you were on a special mission – get in, get the job done and get out again!**

If you need some tips to get more out of your day and still have plenty of time to smell the roses (or whatever else it is you do with your real life), then read on...

### Say No!

Perhaps one of the easiest and most effective time management techniques you can use is just saying no. It is important to remember that there are only a limited number of hours in the day.

Every little request you say yes to from your boss or co-workers means one thing less you will be able to achieve from your own list of goals and priorities. Have a response prepared, such as "I would love to be able to help you, but I'm afraid I just don't have the room in my schedule."

Just don't fall into the trap of telling them what you have in your schedule – anyone skilled at dumping work on others will quickly make you feel that what they have to get done is way more important than your trivial little errands.

### Dealing with Interruptions

Chatty colleagues who stop by your desk to 'shoot the breeze' and waste your time as well as their own.

### Identify Your Biggest Time Wasters!

- Irrelevant emails, which you read, think about, then painstakingly reply to instead of just hitting 'delete'
- Social media surfing – getting caught up in the oh-so important business of pinstagramming all your Facebook friends and re-tweeting garbage from followers you don't know and are never likely to meet
- The disease of perfectionism – tweaking a font size here, an emphasis there, and worrying is just so last week's colour.

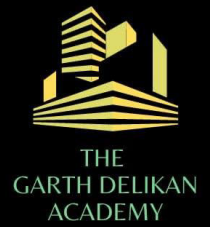


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# Stress Management

## Tip No.8



continued:

- Using your productivity apps to procrastinate – inventing a new science in ‘how to grossly over-complicate the planning process’ by creating critical paths, process maps and Gantt charts which integrate seamlessly across your PC, Mac, iPad and Blackberry (but best design it out on paper first, right?).

**Here are 12 ways to be a better time manager. Practise them all and you'll discover that you'll get more done, improve the quality of your time with others, and have a better balance between all the demands on your work and life:**

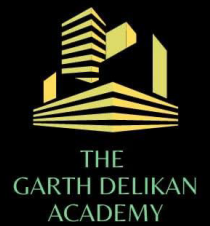
- Plan ahead.
- Use time to get results not just fulfil duties.
- Ask "what is the best use of my time now?" questions.
- Create easy work flows.
- Organise your filing systems.
- Identify jobs you hate and delegate them.
- Break down big jobs into smaller chunks.
- When you're overwhelmed, write out to-do lists and prioritise.
- Put big jobs in your diary first, then the little ones.
- Take breaks at least every 90 minutes.
- Learn to say No to jobs that aren't yours.. And if you've tried all these and you're still overwhelmed...
- Occasionally just do what you want to do!



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# Stress Management

## Tip No.9



### Develop a Stress Management Plan:

A stress management plan does not necessarily require a lot of time and energy. Many times it is just making a commitment to reduce the level of stress in your life, by taking a few small, but meaningful, steps toward improving your overall health and well-being.

A good place to begin your stress management plan is by identifying 5 activities that you really enjoy participating in. These can be anything from reading a good book, to taking a long walk on the beach.

If you have hobbies that you enjoy spending time on, be sure to include these in your list. Other options could be things you have always wanted to do, but never got around to, or things that you used to enjoy, but haven't had the time for lately.

**The one stipulation is that these are activities which are not related to work, or another source of stress in your life.**

Make a list of at least 2 things that you almost always do, that you either probably shouldn't be doing, or can live without doing. This list can include things like bringing work home from the office, doing your teenagers laundry, cooking huge meals during the week, after working all day etc...

**These are things that will not cause the world to fall apart, if you stop doing them!**

Make a list of at least 2 things that you probably should have done by now, but didn't. Things you have been putting off, or problems you have not been dealing with directly.

If you've been meaning to call your insurance agent for the past few weeks, but haven't, if you've been thinking about dusting the cob-webs on the front entry way for a month, but haven't, write those things down.

At this point your 3 lists will now become a goal sheet. Your stress management plan will look like this:

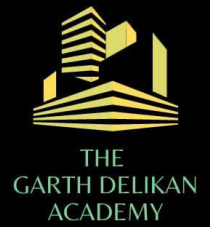
#### **This week I will...**

- Spend at least 15 minutes every day doing one of the things I enjoy. (List the 5 things you wrote earlier under this section.)
- Eliminate 2 needless tasks from my list of things to do. (List the 2 things that you wrote earlier under this section.)
- Tackle 2 things that I have been putting off for a while. (List the 2 things that you wrote earlier under this section.)



# Stress Management

## Tip No.10



### Laughter is Good for You!:

Anatomy of Illness written by Norman Cousins, is a book based on the true story of how this man treated his own painful illness. Cousins had a theory that there was more to the old saying, Laughter is the best medicine, than many people realize.

In modern times society has come to understand that stress has a negative impact on both physical and mental health. What is not as commonly understood is that laughter has many positive health benefits, which can counteract the negative affects of the stress response.

Laughter increases the functioning of the immune system, helping the body to fight off illness and disease. Studies have demonstrated that laughter causes the increased production of catecholamine's and endorphins. These chemicals, when released by the brain into the blood stream during laughter, increase feelings of happiness and well-being.

Laughter also decreases the secretion of cortisol as well as the sedimentation rate, and therefore is beneficial in stimulating the body's immune system.

During laughter, the flow of Oxygen in the blood increases. Arteries relax, heart rate and blood temperature are lowered, circulation increases and the skin temperature rises. All of these physical responses have a beneficial effect on both cardiovascular and respiratory health.

Laughter has the potential to help speed healing, and increase overall health and well-being, when it's benefits are fully realized as a part of a stress management plan.

**While the average human being laughs approximately 8 to 10 times daily, a stress management plan which includes laughter as a part of the daily program would include rigorous "laughing" as an exercise to be performed several times throughout the day.**

Full belly laughter, which is an involuntary response of the human brain, can be triggered by watching comedies, listening to comedians, telling jokes or just allowing oneself to participate in fun and silly activities.

