



10 STRATEGIES FOR MANAGING YOUR STRESS

In our recent survey on stress management, nearly 61% of respondents reported they were at least somewhat stressed; however, 81% reported they managed their stress either effectively or somewhat effectively. Several tips were shared that we've compiled into the following 10 strategies.

- 1. Know your triggers.** Stress produces physiological responses – your body tenses, your heart rate rises, and you become flustered/scattered. Reflect on what, or who, triggers your stress and develop effective coping strategies or, if possible, avoid those situations altogether.
- 2. Stay healthy.** Keeping your body and mind strong by maintaining a healthy lifestyle can help build your stress tolerance and resiliency. Avoid unhealthy coping strategies (e.g., drinking, smoking) and focus on eating well, getting enough sleep, and exercising regularly.
- 3. Regain control.** According to [Professor Cary Cooper](#), the “feeling of loss of control is one of the main causes of stress and lack of wellbeing.” Recognize and accept that there will always be situations outside of your control and give yourself permission to let those things go. Be sure, however, to regain control of the things you can, even if they seem small.
- 4. Maximize your support network.** Maintain healthy relationships with your friends and family. Ask for help when you need it – whether it is just someone to talk to or one who can offer assistance. Remember that these relationships are reciprocal . . . be prepared to support those in your network as well.
- 5. Sort out your priorities.** Consider all the things that you're juggling and identify what's really important. A [prioritizing grid](#) is a great tool to help with this activity.
- 6. Plan ahead.** If you know there is going to be a particularly stressful time coming up at work or at home, reflect on what you'll need to help you cope. Consider both what you can add to (e.g., an additional fitness activity, more sleep) or remove from (e.g., carpool duty for the upcoming school trip) your routine.
- 7. Remember to play.** Think about the activities that you love and make you laugh and feel energized (e.g., hiking, running, reading, knitting, listening to music, painting). Recharge and re-energize yourself by taking time, every day, to enjoy life; laughter truly can be the best medicine.
- 8. Reframe your thinking.** Consciously make an effort to focus on the positives rather than the negatives. Consider what you can do rather than what you can't. Ask yourself if this is a small inconvenience or a major catastrophe and be realistic in your appraisal. Remember that a small problem can seem huge when you're either already feeling overloaded or not taking care of yourself.
- 9. Take a moment.** When experiencing a stress response, take a moment to practice stress reduction strategies. Focus on your breathing, count to 10 in your head, or repeat a mantra (e.g., “I am calm. I can handle this crisis”). After a brief break, you'll be able to better process what's happening and respond appropriately.
- 10. Relax and reward yourself.** Take time to relax and unwind after a particularly stressful time. Whether it's a sweet treat, a night out on the town, or a vacation to a tropical island, a reward for “surviving” stress is always well deserved.



Coming FALL 2012

See page 2 of this newsletter for details on our **Summer Reading Sale** and stock up as you get ready for Fall 2012. Just click on the course names below for more information. For many of our CMPP students, September 30th is your 2-year certificate completion deadline. Be sure to plan ahead – contact the [Student Advisor](#) to get started.

Keep in mind that we can arrange special sessions, of any course, for intact groups, as well as facilitate workshops on a wide-variety of topics. [Contact us](#) to discuss your options.

CMPP Courses:

- **Researching Workplace Trends, Career Information, and Employment Possibilities**
- **Group Facilitation Strategies for Career Programs**
- **Career Development Foundations, Emerging Theories, and Models**

Certificate Courses:

- **CPE 510: Fundamentals of Psychometric Assessment**
- **Foundations for Practice in Educational and Vocational Guidance**
- **Job Developer**

Short Courses:

- **Managing Diversity at Work**
- **e-Coaching**

[Click here](#) for our full course schedule

Webinar Recordings:

Missed a webinar? Purchase a CCPA webinar recording for only \$55 (\$45 for CCPA members)

- **Retirement Readiness: Preparing to Become “Semi-Leisured”**
- **Navigating Job Loss: A Puzzling Process**
- **Leadership Lessons Part 1 & 2**
- **Integrating Assessments into Career Conversations**
- **Career-Flow: A Hope-Centered Approach, Part 1 & 2**

DID YOU KNOW?



Life Strategies Summer Reading Sale!

From July 1st to August 31st when you place an order for any LearnOnline course, you'll receive an e-book of your choice for FREE! See the [Summer Reading Sale flyer](#) for full details.



Study on Impact of Unemployment of Quality of Life and Marriage - Participants Needed

[Andrew Bland](#), MA, a doctoral candidate in the counseling psychology program at Indiana State University, is seeking married people to complete a brief online questionnaire on how unemployment impacts their quality of life and marriage in the current economy. Interested in participating? [Click here](#).

Career Centre Evaluation: A Practitioner Guide Receives CACEE's 2012 Outstanding Achievement Award

This online resource, funded by CERIC, helps university career centres choose/customize an evaluation framework/approach to meet their needs, implement evaluation activities, and report/evaluate outcomes.

NEW RESOURCES



Read Roberta's new article, **Look Before You Leap: Self-Employment Success Strategies for Counsellors**, available in the Spring 2012 issue of Cyber-Info in Counselling, Psychotherapy and Private Practice from CCPA Members.

Daisy Wright's new book, **Tell Stories, Get Hired: A Revolutionary Approach to Finding and Keeping a Job!** will be available soon.

Check out some balance-related resources from Patricia Morgan. Her new book, **Frantic Free: 167 Ways to Calm Down and Lighten Up**, is a great read to help de-stress yourself with tips for naming your distress, making healthy lifestyle choices, saying no, and much more. A great companion piece is the **Woe to WOW Resilience-Strengthening Strategy Cards**.

STUDENT OF THE MONTH



Life Strategies Ltd. would like to congratulate Tara Ramsey, July's Student of Month. Early in her course, she demonstrated active participation sharing helpful resources with her classmates and impressing her instructors. Outside of the course, she immediately began to apply her learning, in real-life situations, with employers.

Tara wrote: After completing a BA in Psychology Tara worked for a community foundation where she gained appreciation of the value of volunteerism. This led to a three month community development project in South America.

This experience fueled her passion for travel and experiencing other cultures. Tara then studied and worked in education, which led her back to her interest in helping people to achieve their goals. She has worked nearly 5 years as a Career Practitioner, and last fall attained her designation as a Certified Career Development Practitioner. Tara is really enjoying the Job Developer course with Life Strategies and is excited about applying the practical learning in her new role as Employer Community Liaison.

CONGRATULATIONS



The following students have successfully completed their **Career Transition** certificate:

- Joseph Gillett
- Dora Lau
- Beverly Grasse
- Gail Smith

Stephanie Hayes has successfully completed her **Personal and Professional Development / Life Skills Coach** certificate.

Gail Smith has successfully completed her **Global Career Development Facilitator** certificate.

Maureen Girard has successfully completed her **Rehabilitation Specialist** certificate.

The following students have recently completed their **Personality Dimensions** Certificate:

- Nancy Bruce
- Ngoma Masuzgo
- Valerie Woods (bridging)
- David Martin
- Lesley Unger



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