

Six Tips on Managing Workplace Stress

Submitted by Ha Hoang, T² Project Assistant & UNH Business Administration Student

Follow these tips to manage workplace stress:

- 1. Take a break.** Get up and stretch if you've been sitting all day. Take a walk and get a drink of water. Splash some water on your face. Have a quick snack to give you a boost of energy. These things will help clear your mind and give you a change in scenery. Avoid coffee and energy drinks since they will make you more tired later in the day.
- 2. Manage your work properly.** Organize your desk and keep it that way! Avoid frustration caused by clutter and disorganization. Occasionally, move your desk and set it up differently to give you the feeling of being in a new place. Prioritize what must be completed by the end of the day.
- 3. Involve others.** Talk with co-workers and go out to lunch with a group of your coworkers. Tell jokes to each other and build a support system. Help to create a friendly and comfortable work environment.
- 4. Don't share in spreading rumors.** Rumors are an easy conversation starter, but they have a negative effect on people. If possible, do not allow rumors to bother you. Speak with a co-worker directly before assuming anything. Do not start rumors as they are extremely unprofessional and can result in negative disciplinary action toward you.
- 5. Worry about work AT work.** Don't mold your day around work. Get up in the morning and get ready for your day, not just for work. Take a different driving route occasionally or listen to music – anything not related to work. Spend time with your family and friends after work. Avoid using the phone to chat about work or checking email after hours.

- 6. Keep a positive attitude!** Be proud of yourself when you get things done. Give yourself a pat on the back and smile. Know that you're doing a good job and trying your best. If the job becomes unfair, know that jobs are disposable. Don't stick around if you know it's a burden for you and others around you. Find something you love doing!

People manage stress differently. Don't let stress build up until it is no longer manageable. Instead, find ways that help manage stress and keep it contained.

References:

- http://www.quintcareers.com/managing_job_stress.html
- <http://www.rd.com/home-garden/8-secrets-to-managing-workplace-stress/article12560.html>

Build a Better Mousetrap State & National Competition

Sponsored by FHWA and LTAP and TTAP centers

Help NH LTAP participate in this national competition by submitting a write-up and pictures of your inventions, gadgets, tools, equipment modifications, and processes that increase safety, reduce cost, improve efficiency, and improve the quality or efficiency of a job.

Judging Criteria will be based on: Cost, Savings/Benefit to the Community, Ingenuity, Transferability to others & Effectiveness.

State prizes include: An award certificate, a gift certificate for FREE T² training will be awarded to the top 2 winners, & mention in our quarterly newsletter, website, and email listserv. Also the NH winner is automatically entered into the national competition.

TO ENTER: Call NH LTAP at (603) 862-2826 and we will e-mail or fax you the form. There is no limit to the number of different entries from an organization.

This is a great way to exchange innovative local ideas and for local transportation workers to obtain some well-earned recognition for their hard work and innovation!