



# Stress Management at Workplace

Published by:



Indus Net Technologies is an innovative IT Service, managed Outsourcing & Internet strategy company, with unique combination of Creativity and Technology.

With deep industry experience of 16+ years and technological expertise across all major business functions, Indus Net Technologies helps corporations and Governments across the globe embrace the "Nexus of Forces" – Cloud/Web based custom application development, Mobility and Digital Marketing Services.

---

For any help or clarification,  
get connected with our experts at  
[info@indusnet.co.in](mailto:info@indusnet.co.in)

Indus Net Technologies Pvt. Ltd.  
# 532, SDF Building, Sec V, Salt Lake, Kolkata-700091, India  
e: [info@indusnet.co.in](mailto:info@indusnet.co.in), [www.indusnet.co.in](http://www.indusnet.co.in)

---

“ Stress is basically a disconnection from the earth, a forgetting of the breath. Stress is an ignorant state. It believes that everything is an emergency. Nothing is that important. Just lie down. ”

- *Natalie Goldberg, new age author and speaker*

“ When you find yourself stressed, ask yourself one question: Will this matter in 5 years from now? If yes, then do something about the situation. If no, then let it go. ”

- *Catherine Pulsifer, editor, Words of Wisdom*

“ Learn to say no to demands, requests, invitations, and activities that leave you with no time for yourself. Until I learned to say no, and mean it, I was always overloaded by stress. You may feel guilty and selfish at first for guarding your down-time, but you'll soon find that you are a much nicer, more present, more productive person in each instance you do choose to say yes. ”

- *Holly Mosier, award winning author*

“ Take a step back. Draw in a deep breath. Now ask yourself, 'So what?' Then, after answering, ask yourself again, 'So what?' And then a third time—'So what?' Chances are you'll come to realize that the issue at hand is not as dire, detrimental, or important as you first thought. ”

- *Richelle E. Goodrich, Smile Anyway*

Stress is one of the biggest killers when it comes to mankind. It affects one's mental and physical health, reduces productivity and puts people at risk of developing chronic diseases. This eBook is written to introduce you to the evils of stress and how you can conquer it at the workplace.

## Table of Content

Stress at Workplace: An Introduction	05
Why is Stress so Bad?	06
Stress Discriminates against No One	07
How to Turn your Workplace into a Stress Free Zone	08
Give Room to the Inner Sleeping Beauty	10
Don't Look Back in Anger	11
Learn to Laugh and Learn to Smile, at Work	12
Accepting Life's Challenges	13
Connect with us	14

# Stress at Workplace:

## An Introduction

*It has already been established that a satisfying professional experience cannot be achieved without dealing with stress. The first step in dealing with stress is identifying its presence without being in denial, dismissing it for "just a long day at work" can make it chronic and affect in ways more than you can imagine.*

How often do we come back home and take about five minutes off to identify the problem areas at our workplace that trigger stress in us? Well, that would be certainly less than the number of times we whine about it. Complaining will get us nowhere, the flip side of complaining is it is one of the factors that trigger stress and turns the whole situation into a vicious circle.

One must never let one's ambitions interfere with one's quest for good health. As kids we were always asked to "push our limits" at the same time were also taught "health is wealth", so why is it that we usually chose the former over the later? No professional success is worthy enough if it comes at the risk of your physical and mental health.

# Why is Stress so bad?

It is not uncommon to find people complaining about their jobs, which may stem from having an incompetent boss who fashionably throws around his weight or having a job profile that you despise from the day you were born. Such cases make an excellent prey for the predator we call stress. These people break their heads over work related problems every single day and push themselves to the edge until they finally break down.

*Stress is real and it is as harsh as life can sometimes get*

The harsh reality is, stress at workplace is unavoidable and it will consume you from inside out if you don't learn ways to manage it well. Stress management can not only curb the ill effects of stress on your health but it can also bring out the best in you at your workplace.

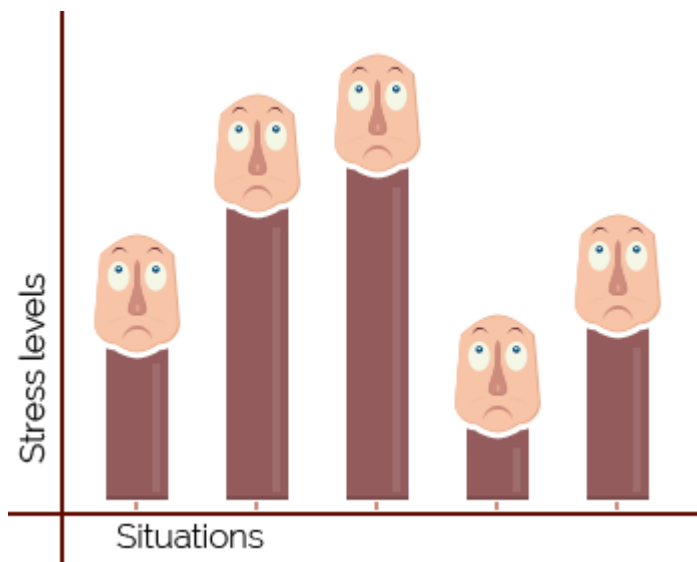
## Stress can break your mind and your body as well

Stress, as we know, accounts for a majority of cardiac arrests and cardiovascular diseases recorded all across the globe, not only that, researchers believe that it can also damage DNA which lead to incurable life threatening diseases. Discussing the potent side effects of stress may come across as morbid and appalling to many, but it is important to instil fear in us only then will we be able to take corrective actions right away.



No matter how much you try to strike a balance between your personal and professional life, stress always transcends from your professional life to your personal life and makes both your worlds a semblance of hell.

# Stress Discriminates against No One



Stress levels vary widely for different individuals even in identical situations. This is personalized phenomenon depends on a person's personality and his stimulus. A "stress full situation" perceived by one need not be perceived as the same by another. It is because of this reason it gets difficult to lay down ground rules to deal with stress, but at the same time maintaining a positive approach to

life goes a long way.

“ We are all tired of the stress. ”

- K. Howard Joslin, *Honest Wrestling: Questions of Faith When Attacked by Life*

According to statistics, occupational pressures are the leading source of stress and they have increased exponentially over the past two decades. Stress induced by occupational pressures forces its victims to take up on unhealthy habits like smoking, drinking and poor diet choices and such deviancy can cause some serious health problems.

If we pay close attention, most of the factors that we think can help us deal with stress are usually temporary measures and these "fixes" do more harm than good, so it is essential to stick to few strategies which can help you do away with stress effectively.

# How to Turn Your Workplace into a **Stress-Free** zone



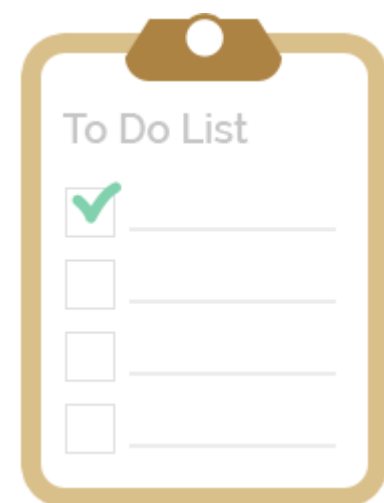
## Identify stress triggers at work

Try to identify your stress triggers at work, and understand your body's stimuli to such triggers. These trigger are more likely to make you irritable, angry, confused, dazed or anxious, sometimes your body's stimuli to these triggers can manifest in physical pains such as pain around the shoulders or neck, lower back pain or spondylitis. A firm understand of your body's stimuli can help you draw a line, that is when you must put your foot down and relax yourself. This regime goes a long way in dealing with stress.

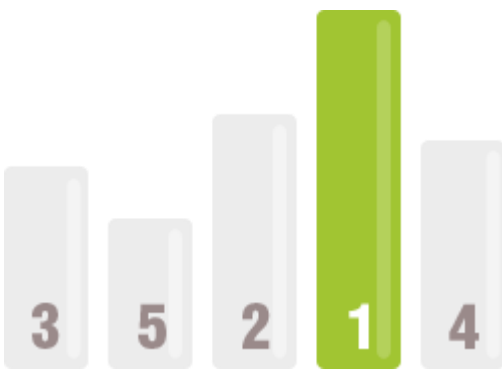
On a Monday morning you may go to work all perky and chin-up but the clutter at your desk may dampen your spirit. Stress is psychological condition which gets worse if you stay in unpleasant surroundings. Get rid of all the clutter in your cubicle and keep it as organised as possible, a clean working environment exudes positive vibes and helps you concentrate on work even more. Good organizing skills go a long way in keeping your life stress free.

## Work on a to-do list

You may hone your organizing skills by preparing a to-do list everyday in the morning, this activity is particularly helpful as it gives you a sense of what is to be done throughout the day and rules out the fear of the piling work load. When you finish a particular work mentioned in the to-do list, strike it out, believe it or not it helps in building motivation to finish the to-do list for the day.







## Prioritise your own work

Prioritize your work over anyone else's. If you are too generous and empathetic your colleagues may dump their work on you at times, you have to learn to put your foot down and say no! Pay attention to work that you are responsible for, extend your help to others only if time permits. These things may sound trivial but at the end of the day they set your stress levels sky high.

## Take plenty of breaks when you are stressed out

Do not work for long hours at a stretch, your body and your mind may be yearning for a break, try to identify it. Take short breaks frequently, a stroll in the office floor would also do. These little breathers can improve your efficiency significantly and also give your body and mind the much needed breaks. Breathers are supposed to be a brief period of absolute rest, so try to avoid gossiping with your fellow colleagues during this time. If possible, trying some stretching exercises or apply a cold pack.



# Give Room to the Inner Sleeping Beauty



Your body does most of the repair work when you are asleep. Make sure you sleep for at least 7 hours every night, this is a standard period of time required by the body to heal itself. Some people may have trouble sleeping after a long day at work or the night before an important day at

work, when you go to bed try not to concentrate on what you did during the day or how you will deal with the stressful day ahead, go with an empty mind.

To aid getting better sleep you can sip chamomile tea or drink a cup of warm milk before going to bed. Many employers are averse to the idea of letting their employees have a catnap or a siesta, but little do they know, this can significantly increase the efficiency rates in people.

A quick 20-30 minutes sleep can do wonders to a person's mental and physical health, it improves concentration, blood circulation, analytical abilities, not only that, researchers believe that siesta can also prompt creativity in individuals. A nap during the lunch hour can make you as good as new.

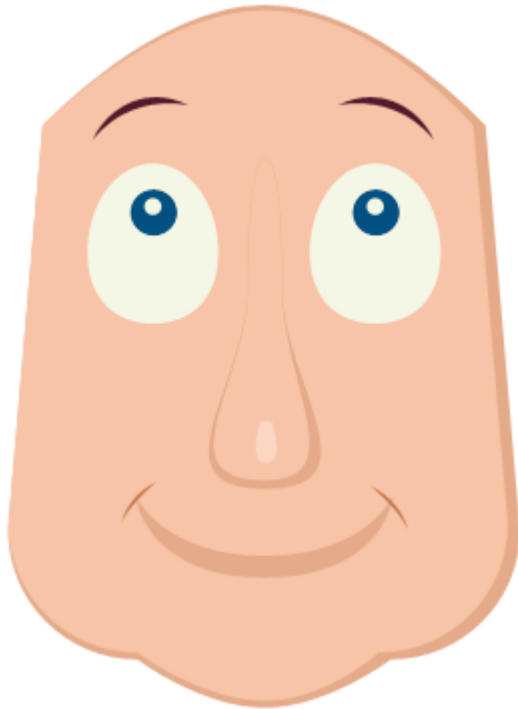


# Don't Look Back in Anger

Anger management is one of the most important techniques to control stress. Getting angry at workplace is extremely common but the way you express your anger determines how you deal with stress. If you give yourself away and start hurling abuses then more often than not, you tend to get into this never ending loop of thinking about that unfortunate situation that triggered anger again and again.

This can turn you into a vicious person at your work place and may subject you to the wrath of your colleagues. To avoid a disastrous situation like this, never get into an argument with anyone at your work place, find ways to put forward your point without being aggressive or abrasive.

On being ticked off, concentrate on your work even more, find ways to express anger that do not involve hurling abuses and throwing things. Anger is a vehement emotion just like love or hatred which can very well be used to accomplish a great many things.



## Learn to Laugh & Learn to Smile, at Work

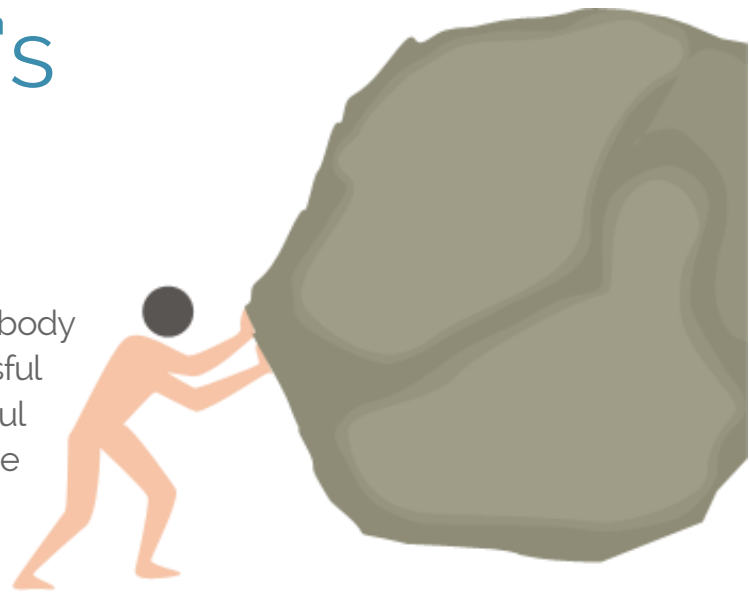
Now this may involve a significant change in your outlook if you are not a jovial person. Believe it not, jovial people tend to take stress in their stride like no one can. It is always about how you perceive a situation, to see the glass half full can get you out of the toughest situation with utmost ease.

Try to add humor in your life, it will transcend in your work life as well. A few good laughs can be a better fix than Xanax or Valium, laughter initiates a chemical reaction in your body which fights stress. For what it is worth, it even takes your mind off the "stress full situation" and helps you get a better perspective. When you laugh you distract yourself from your drudgery and rush of good chemicals in your body instantly flushes the toxins away.

Have few friends who can crack you up instantly, call them up once or twice during your work hours. This activity is extremely therapeutic, though not entirely employer friendly. Seek humor in everything that comes your way, it could be the way your boss talks to himself when alone or your next cubicle colleague whose creaks each time he sits on it.

# Accepting Life's Challenges

Life isn't without challenges and nobody promised a life sans difficulties and stressful situations. How we respond to these stressful situations and how we cope with stress are very important to our professional and personal success. It is very important not to succumb to pressure and stress of working.



When stress gets out of hand, one may need to see a psychologist or a counsellor in order to cope with challenges. Stress can be very damaging and can be a silent killer unless it is mitigated with the help of relaxation techniques. Reduction of stress is also possible with the help of above mentioned tips.



## Specialist team of **Superheroes** to meet your complete Technology and Digital Marketing requirements



Indus Net Technologies' comprehensive web solution offerings that really boosts your business

- Design and develop aesthetically appealing W3C validated websites that gives a firm digital foothold to attract customers.
- Promote business through Internet Marketing, increase visibility among customers and encourage customer engagement.
- Convert leads to customers and customers to evangelists.
- Broaden business reach with smart applications for Mobile and tablet platform.

 GET STARTED

 VIEW PORFOLIO

©2014 Indus Net Technologies. All trademarks and logos belong to their respective owners.

# Connect with us



<http://www.facebook.com/IndusNetTechnologies>



<http://twitter.com/indusnettech>



<http://in.linkedin.com/company/indus-net-technologies>



<http://www.indusnet.co.in/buzz/>

## Our Global Presence

### Kolkata (*Head Quarter*)

4th Floor, SDF Building,  
Saltlake Electronic Complex,  
Kolkata- 700091,  
West Bengal, India

### Chennai

1st Floor, Millennium Tower,  
146, Nelson Manikam Road,  
Chennai 600029,  
Tamil Nadu, India

### New Delhi

B-25, 2nd Floor, Sec 64,  
Noida 201301  
India

### Mumbai

11th Floor, Tower B,  
Peninsula Business Park,  
S.B. Road, Lower Parel,  
Mumbai – 400013, India

### London(UK)

Indus Net Technologies Pvt. Ltd.,  
6 Hays Lane,  
London, SE1 2QG  
United Kingdom

### Boise (USA)

Indus Net Technologies Inc.,  
507 1/2 W Hays St,  
Boise, ID 83702,  
USA

### Singapore

Indus Net Technologies Pte. Ltd.,  
1 North Bridge Road,  
#19-04/05,  
High Street Centre,  
Singapore(179094)



[info@indusnet.co.in](mailto:info@indusnet.co.in)

[www.indusnet.co.in](http://www.indusnet.co.in)

INDIA | UK | USA | SINGAPORE

+91 33 2357 6070