Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Stress Reduction Suggestions Worksheet**

1. The most important element in keeping your work stress at manageable, healthy levels is your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Accept that life is not easy and it is not fair. You will be challenged with one problem after another. How you handle problems personally is very important. Life would be boring without challenges. Resolve to balance your work world as well as possible, and then develop strategies for using stress rather than allowing it to use you.
2. \_\_\_\_\_\_\_\_\_\_\_\_ \_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, don’t take your job and yourself so seriously.

Laughter will lower tension. Concentrate on the positive instead of the negative things in life.

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ relax your muscles. We all have tendencies to tense up our muscles under stress, particularly the jaw, neck, and shoulder muscles. Try to recognize where you tense up under stress, take deep breaths, and concentrate on relaxing. Stretch your neck and rotate your shoulders. Take opportunities to get out of your car.
2. Use positive \_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_. En route to a stressful call, picture yourself handling it safely and correctly, just as you usually do.
3. Seek \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to unwind from stressful situations you have just encountered. Get your thoughts together for the report while listening to relaxing music.
4. Avoid drinking excessive amounts of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The caffeine in two cups of coffee adds about 16 beats a minute to your heart rate and makes you more irritable and anxious, reducing your coping skills.
5. Identify your weak areas; work on strengthening them, thereby increasing your

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The more confident you are in your job, the fewer problems you will have controlling your emotions.

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ regularly. Most people already know that exercise is a valuable tool in stress reduction. Obviously, if you are physically fit, you feel better mentally and physically. You have a self-confidence that many do not possess, but there is more to it than that. A good workout raises the body temperature slightly, which imparts a sense of relaxation. Add to that the fact that steady exercise can affect brain chemistry and heighten your feelings of well-being and self-esteem. It does this by increasing the levels of neurotransmitters such as serotonin, dopamine, and epinephrine, which can lead to euphoric feelings. Additionally, exercise reduces muscle tension caused by anxiety.
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_. Often, law enforcement officers keep their problems to themselves. Instead, create a support group of friends that you feel comfortable talking with. You may be surprised how others respond when you express that you value their opinion on a problem or an issue.
3. \_\_\_\_\_\_\_\_\_\_\_\_ to your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Since you are what you do, do good and you will feel good. If something doesn’t feel right, it probably isn’t.