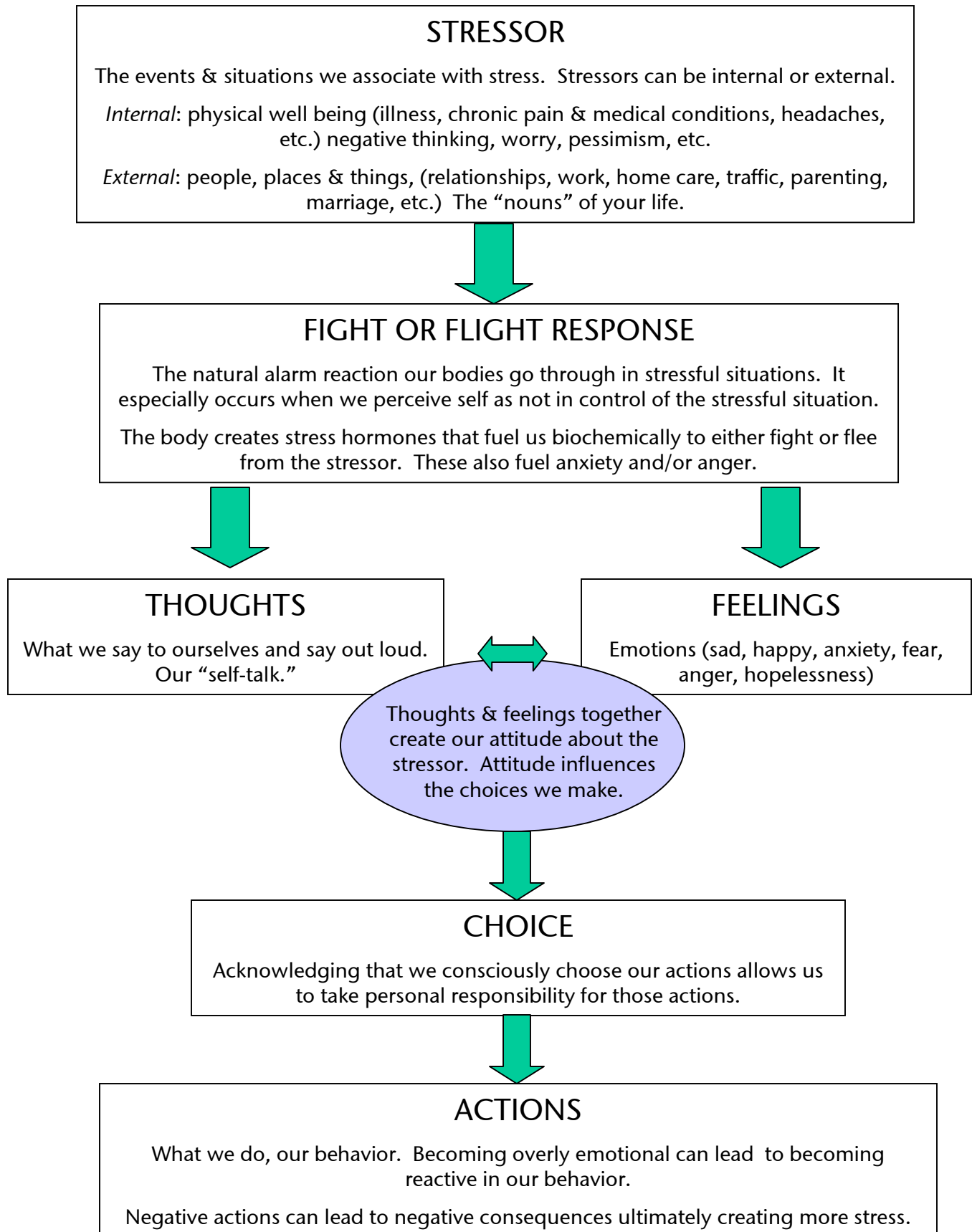


Stress Flow Chart



CREATING BALANCE - WORKSHEET

Identify the Challenges & Stressors of Life Today

| |
|--|
| |
|--|

| Physical Signs of Stress | Emotional Signs of Stress | Mental Signs of Stress | Behavioral Signs of Stress |
|---------------------------------|----------------------------------|-------------------------------|-----------------------------------|
| | | | |

CREATING BALANCE - WORKSHEET

| What I Can Do to Manage Stress & Create Balance in My Life | What I Will Do in the Next Month to Create Balance in My Life |
|---|--|
| | |

CREATING BALANCE

| DEALING WITH STRESSORS | CALMING YOURSELF | DOING THE BASICS | CREATING & LIVING A LIFE OF MEANING |
|--|---|--|---|
| Benefits | Benefits | Benefits | Benefits |
| <p>Brings a sense of control & mastery</p> <p>Increases knowledge about stressors</p> | <p>Brings a sense of self-control</p> <p>Can induce relaxation</p> <p>Can stop or decrease intensity of stress reaction</p> | <p>Brings structure & predictability to life</p> | <p>Brings meaning & purpose to life</p> <p>Brings increased balance to life</p> <p>Offers opportunities to experience pleasurable activities & be creative</p> |
| Coping Skills | Coping Skills | Coping Skills | Coping Skills |
| <p>Talk to & spend time with supportive people</p> <p>Ask for help</p> <p>Delegate responsibilities when appropriate</p> <p>Learn about the stressor and its effects</p> <p>Problem Solve</p> <p>Choice</p> <ul style="list-style-type: none"> - Do what you can to address the stressor - Choosing is empowering <p>Avoiding stressful people & situations when appropriate</p> <p>Increase acceptance</p> <ul style="list-style-type: none"> - Change what you can - Accept & cope with the rest | <p>Deep breathing</p> <ul style="list-style-type: none"> - Use 5-second Breath handout <p>Rapid Stress Management</p> <p>STOP – BREATHE - REFOCUS</p> <p>Relaxation Techniques</p> <ul style="list-style-type: none"> - Deep Relaxation - Relaxation response - Mindfulness - Meditation - Yoga - Tai Chi - Guided Imagery - Deep muscle relaxation <p>Prayer</p> <p>Walking</p> <p>Music</p> <p>Nature</p> <p>Decrease negative & practice positive thinking</p> <p>Humor</p> | <p>Eating healthy foods</p> <p>Sleep</p> <p>Hydration</p> <p>Taking any prescribed medications</p> <p>Management of any health conditions</p> <p>Personal hygiene</p> <p>Cooking</p> <p>Cleaning & household chores</p> <p>Work</p> <p>Travel & errands</p> <p>Time management</p> <p>Monitor your attitude about stressors</p> <p>Decrease negative & practice positive thinking</p> <p>Schedule time for self-care & fun</p> <p>Schedule social time</p> <p>Utilize & capitalize on your strengths</p> | <p>Hobbies</p> <p>Art</p> <p>Music</p> <p>Nature</p> <p>Pets</p> <p>Volunteer work</p> <p>Work</p> <p>Travel</p> <p>Reading</p> <p>Movies</p> <p>Learning professionally & personally</p> <p>Exercise</p> <p>Sports</p> <p>Spirituality</p> <p>Attending religious services</p> <p>Parenting</p> <p>Relationships, affection</p> <p>Having a cause on which to work</p> <p>Creativity</p> |

STRESS WARNING SIGNS

| PHYSICAL SIGNS | EMOTIONAL SIGNS | MENTAL SIGNS | BEHAVIORAL SIGNS |
|-----------------------------|------------------------|-----------------------------------|--------------------------------------|
| Sweaty palms | Nervousness | Inattentiveness | Decreased activity level |
| Perspiring, feeling flushed | Anxiety | Mental fatigue | Lack of enthusiasm |
| Shortness of breath | Fear | Inability to focus | Withdrawal from social relationships |
| Tight neck and shoulders | Feeling paralyzed | Poor concentration | Rushing |
| Body tension | Numb | Forgetfulness | Increased errors on the job |
| Back Aches | Feeling on edge | Excessive worry | Argumentative |
| Muscle twitching | Frustration | Increased negative thinking | Defensive |
| Jaw pain | Irritability | Diminished problem solving skills | Uncooperative |
| Rapid heartbeat | Impatience | Difficulty multi-tasking | Overeating or under eating |
| Chest pains | Anger | | Changes in nicotine use |
| Gastrointestinal upset | Disgusted | | Misuse of alcohol |
| Dry mouth | Apathy | | Drug use |
| Fatigue | Lack of Pleasure | | Unsafe driving |
| Poor sleep | Sadness | | Too much or not enough sleep |
| Headaches | Discouraged | | |
| High blood pressure | Helpless | | |
| Eye strain | Hopelessness | | |
| Weight loss or gain | Crying | | |
| Nervous tics | Lonely | | |
| Teeth grinding | Depression | | |
| Skin rashes | Suspiciousness | | |
| Increased urination | Dislike of self | | |
| Frequent colds/flu | Feeling defensive | | |

Certificate of Achievement

This certificate certifies that I have successfully reviewed the
Stress Management Tool-Kit
from the Aurora Employee Assistance Program and have
completed all ***Creating Balance Worksheets***.

Print Name (required)

Date

Signature (required)

My signature verifies that the information above is true and correct.

*Please mail this signed and dated form to Aurora Smart Rewards,
P.O. Box 343910, Milwaukee WI, 53234 or fax, 414-389-2367.*

