



Managing Stress on the Job

You've probably noticed that with the arrival of Fall, business activities seem to increase. It's certainly easy to feel overwhelmed after the slower pace of summer. And work-related stress seems to go hand-in-hand with the frustration and irritation that are common when dealing with co-workers who are in the same boat. Here's a familiar scenario: You're working on simultaneous projects that you're currently trying to manage. Just when you think you'll never eat lunch again, your boss approaches you with a new project. Your blood-pressure rises, your muscles tense. You may experience a range of strong emotion: anger; resentment; helplessness. And these emotions can translate into being curt or angry with co-workers; becoming 'frozen' and unable to tackle the projects at hand; and even an extreme sense of fatigue. If you can identify with any of the above, it probably won't come as any surprise that you're experiencing workplace stress. However, being tired, frustrated or anxious will eventually take its toll on your body, your relationships and your work. Here are some great tips for defusing an angry situation at work and battling workplace stress in general...

Tips for Taking off the Pressure

- Identify what is causing the stress. For example, is it the extra project or do you have problems saying "no"?
- Try to resolve any issues directly with your co-worker or boss regarding the 'new' project. Open communication is a step in the right direction.
- Set priorities and boundaries and communicate them diplomatically to the appropriate people. Get acknowledged acceptance and support from your boss.
- Manage your time wisely (avoid procrastination, prioritize, and delegate when possible).
- Make some allowances. Consider the possibility that your co-worker or boss is stressed out too.

Getting Educated on Homework

Going back to school after a summer of somewhat "lazy," long, hot days is quite a transition for most kids. Many children have some difficulty re-establishing routines like doing homework every night. Some might need to establish new, more productive routines to replace what might not have been working in the past

Here are some helpful hints that will get your kids back into the swing of back-to-school...

Tips for Homework Help

- Establish a specific area for homework. A common area like the kitchen table keeps your child in the vicinity for answering questions, or your child's bedroom will afford a little more quiet for greater concentration.
- Turn off the TV. Set a house rule that study time means the tube is off.
- Pick a time when homework is to be done each evening to ensure the development of a routine.
- Keep general supplies on hand - including a home dictionary and Thesaurus.
- Encourage your child to write down assignments and their due dates to avoid mix-ups and missed deadlines.
- Watch for signs of frustration during homework assignments. Step in if this occurs regularly and offer to write a note to the teacher, explaining the situation and requesting a meeting to discuss the situation. Help with homework if it's productive to do so - such as calling out spelling words or checking a math problem. But don't help if it's something the child can clearly handle and learn from in the process.
- Be patient and encouraging.