



The Stress Guru's Guide to a Stress-Free Year

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Employee Wellbeing Consultancy



Stress And Your Lifestyle

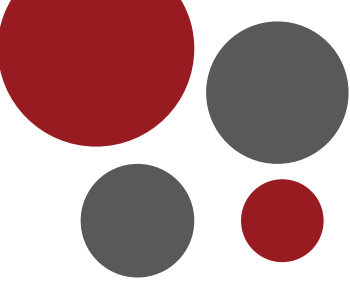
“Life should be exciting and pleasurable. How many times have you said that to yourself? Perhaps as you have waited in a traffic jam or opened all those bills and invoices for last month’s purchases!

However, for life to be enjoyable we all need to be able to manage the challenges that we face. Unfortunately, there will be times when we feel we cannot cope and it is then that we may experience stress. But experiencing signs of stress does not mean you are a weak individual who cannot cope – it just means you are human like everyone else!

It is often mistakenly thought that stress is good for people, when in fact long-term stress invariably harmful. A certain amount of pressure can indeed motivate and can therefore be useful, but stress is never so. People perform well when pressure is effectively managed.

That which causes us to be stressed is the way that we think about the situation rather than the situation itself. Problems occur when the pressure we are under seems to be overwhelming or out of control. We may perceive ourselves as not possessing the necessary skills to manage the pressure, and so we feel unable to cope.





Many people experience stress at some point in their lives. Stress is like a light switch; your mind turns it on automatically but you need to learn how to turn it off.



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Some of the most common signs of stress are:

- ◆ Mood swings
- ◆ Skin problems
- ◆ Muscle tension
- ◆ Waking unrefreshed
- ◆ Low self esteem
- ◆ Anxiety and/or depression
- ◆ Tiredness
- ◆ Poor concentration/memory
- ◆ Changes in eating patterns
- ◆ Digestive problems

It is very important to take positive action when faced with stress as, if experienced over a prolonged period of time, it can seriously damage mental and physical health.

The following proven coping strategies can really start to help reduce the effects of any stress in your life.

- Be self-aware of your own warning signs.
- Review what is really causing your stress.
- At times of stress, we often fall into the trap of either not eating sufficiently or over-eating, or even smoking.
- Try always to eat a balanced diet.
- Do not feel guilty about including a period of relaxation every day.
- Learn to say 'no!'
- Consider attending a stress management training course. You do not have to be stressed to attend one of these. It is far better to know what to do prior to experiencing stress than waiting until it happens!





The secret to managing stress is learning how to control your personal environment, and the pressures within it, by strengthening all your resources of energy and utilising your time efficiently.

I hope this ebook will give you some tips to help you to manage your stress levels more effectively.

Good luck”.

Carole Spiers



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January

LEARN STRESS REDUCTION TECHNIQUES AND PRACTICE THEM DAILY

Happy New year

- **Take time to learn to meditate – one minute meditations will help you get through the day**
- **Join a yoga class – excellent for improving both mind and body**
- **You are how you breathe. Take time to learn to control your breathing, especially when you are under pressure**



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February

WHEN YOU ARE ILL, LISTEN TO YOUR BODY AND TAKE ACTION

- **Get regular health checks**
- **Do not neglect your body. If it feels broken get it fixed**
- **Allow yourself time to recover from colds and flu – take plenty of rest and increase your intake of vitamin C**



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March

USE EXERCISE TO HELP WORK OFF STRESS

- **Walk upstairs instead of taking the lift**
- **Make time – go for a short walk every day**
- **Swim, play tennis, go to the gym, flex those muscles and beat stress**



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April

RECOGNISE AND ACKNOWLEDGE WHAT YOU CANNOT CHANGE

- Write down what it is that you cannot change. Physically draw a line underneath the words and turn the page
- Remind yourself that everything is relative. If you have tried everything you can to bring about change and can do no more, accept the situation, take the learning from it and move on.
- Do not keep saying 'if only' accept 'tis so'



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May

SAY NO! TO EXCESSIVE DEMANDS

- **Learn to be assertive – don't say 'yes' when you mean 'no'**
- **Stop trying to be all things to all people**
- **When you find yourself on overload say so! Do not just try to cope**



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June

MANAGE YOUR TIME BETTER: LEARN TO PRIORITISE AND DELEGATE

- **Make lists and tick off TO DO tasks daily**
- **Empower others! Delegate the jobs you know you should not be doing**
- **Avoid procrastination! In the time it takes to procrastinate, you could have completed the task**





July

BOOK 10 MINUTES EVERY DAY IN YOUR DIARY FOR PERSONAL TIME

- **Make regular dates with yourself**
- **Take time to pamper and indulge yourself**
- **Allow yourself time to sit and think**



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August

RECHARGE YOUR BATTERIES WITH ADEQUATE RELAXATION, REST & SLEEP

- **Take a holiday – not just a few days, at least a week**
- **Leave your computer at home when you go on holiday**
- **Choose a holiday that will really allow you to relax**



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September

MAKE TIME IN YOUR LIFE FOR FAMILY AND FRIENDS

- **Organise a family lunch or dinner**
- **Call a friend you have not spoken to for ages**
- **Plan a trip to the movies with friends**



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October

SPEND TIME WITH POSITIVE PEOPLE

- **Always regard a glass as half full rather than half empty**
- **Always look on the bright side of life**
- **Think how much worse the situation could be**



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November

**FIND SOMEONE TO LISTEN OR SEEK
PROFESSIONAL HELP WHEN THE GOING
GETS TOUGH**

- **It is not always easy to see the wood from the trees**
- **A problem shared is a problem halved**
- **An impartial observer may be able to offer help and support rather than those close to you**



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December

**AVOID EXCESSIVE USE OF ALCOHOL,
NICOTINE, COFFEE AND TRANQUILISERS**

- **The euphoric feeling that you achieve with a few glasses of wine rarely lasts until tomorrow**
- **One cup of coffee may make you alert, two will make you over active**
- **Any form of drug will only succeed in masking your feelings and not in helping you in deal with them**



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About Carole Spiers Group

The Carole Spiers Group (CSG) is a leading provider of stress management and employee counselling services. Established in 1987. CSG works with equal success in the UK and the Gulf.

CSG shows managers what they should do to ensure their employees are more productive and resilient, while encouraging well-being at work. The result is a healthy workplace culture and an organisation that thrives.

CSG has delivered benefits to commercial and public sector clients around the world through its cutting-edge programmes.

CSG can provide a range of presentation, training and mentoring services that are designed to help organisations profit from a healthy workplace culture. They include:

- Boardroom Briefings on Executive Stress Management
- Stress Management Training for Managers
- Stress Awareness Programmes for Employees
- Professional Counselling and Post-Trauma Debriefing
- Defusing Violence and Potentially Threatening Situations
- One to One Executive Coaching and Mentoring for Managers
- Motivational Keynote Presentations

CSG has a UK-wide network of counsellors, professional consultants, trainers and coaches, uniquely equipped to advise professionally on both the human and corporate aspects of workplace stress, including bullying, intimidation, violence, post-trauma, absenteeism and organisational change.

CSG is regularly called upon for professional comment by the media, as well as being a regular contributor to professional journals.

Contact us for a FREE Stress Management Consultation and call + 44 (0) 20 8954 1593 or info@carolespiersgroup.co.uk.

CSG have been providing employee counselling services for Brinks Limited for over 10 years. Their services have always been to the highest standard, providing prompt, accurate support, information and assistance in return to work strategies for our employees. We would have no hesitation in recommending their services to any prospective client.

Margaret McCloskey, Personnel Manager. Brinks Ltd



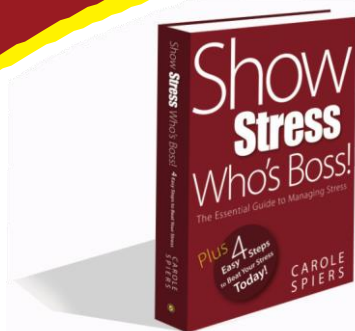


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Product Catalogue

New!



Show Stress Who's Boss! by Carole Spiers

Learn 4 Easy Steps to Beat Your Stress Today!

This book is your easy-to-follow, insider's guide to equip you with all the skills, tools and techniques to reduce stress.

Buy it from the Author to receive your personally signed copy and FREE stress test card. Also available from Amazon and in Kindle version.

The Ultimate Set of Training Toolkits for Trainers, HR Professionals and Managers Ready for use today!

Download Powerpoint slides instantly to your computer including workbooks for copying in any number for your delegates.

The Complete What-Why-When of Pressure & Stress

Discover a no-nonsense approach to reducing workplace stress in your organisation.

Cool it! Anger Management & Conflict Resolution

Find out how to diffuse anger & conflict in the workplace.

Hurry... Hurry! Every Second Counts

Discover the secrets to controlling the time-based pressures that lead to stress.

Back Off!... Combat Bullying and Harassment in the Workplace

Implement proven skills and strategies to deal with workplace bullying.

Trauma Strikes When it Likes!... so be ready for its effects

Get to know the basics of trauma management with this ultimate Trauma support package.

What to Say When You Don't Know What to Say!

Revealing 3 easy steps to increase your individual effectiveness as a communicator.



Call Us Today on + 44 (0) 20 8954 1593
or email: info@carolespiersgroup.co.uk
or visit www.carolespiersgroup.co.uk

All Toolkits are £350

Test if you are stressed cards

Get an instant readout of your personal stress levels with these tiny liquid crystals that change colour according to your body temperature. Customised branding available, if required. This is the business card that's never thrown away!

95p each

Books

POSITIVE ACTION AGAINST STRESS

Instant Stress Relief tips **£5.00**

Get to know the basics of stress control with this introductory pocket manual. Ideal for distributing to your management team or to be included in delegate packs. Customised branding available, if required.

TOLLEY'S MANAGING STRESS IN THE WORKPLACE **£62.50**

by Carole Spiers.

Comprehensive Bible for Managers, Health & Safety, Personnel and Occupational Health Advisors. Right now, this is all you need for in-depth specialist knowledge of stress.

TURN PASSION INTO PROFIT! - Inspirational Book of Self-Marketing **£15.00**

Discover the practical ways to promote your business that will help you multiply your income on a zero budget!

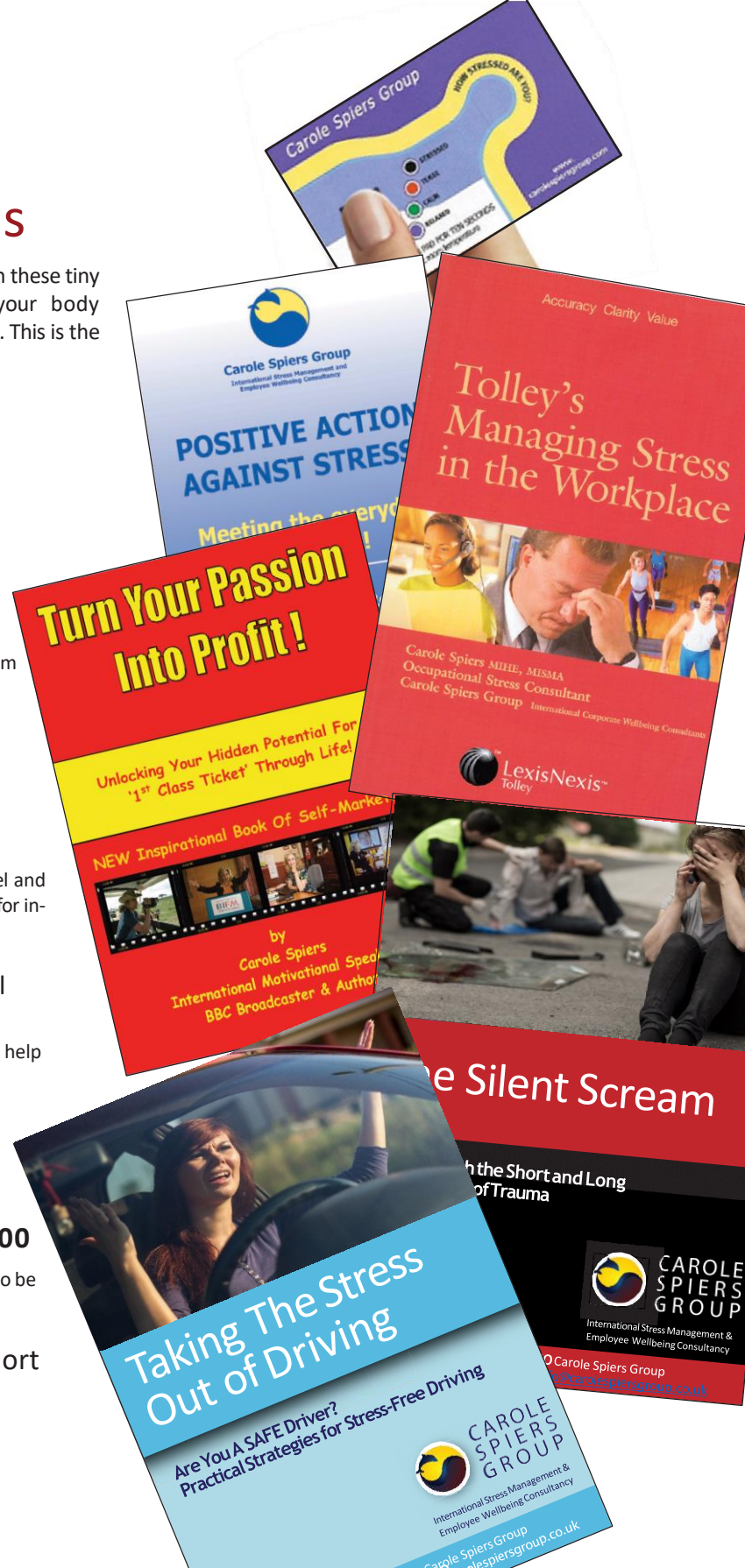
E-books

TAKING THE STRESS OUT OF DRIVING **£5.00**

Advice for both drivers and their passengers that is intended to be a tool to help make journeys less stressful.

THE SILENT SCREAM - Coping with the short and long-term effects of trauma **£5.00**

Defining and understanding Trauma and diagnosing Post-Traumatic Stress Disorder.



Established in 1987, the Carole Spiers Group (CSG) is a leading provider of Stress Management and Employee Counselling services, working with equal success in the UK and the Gulf to bring proven benefits to both multi-nationals and SMEs. CSG is called upon for comment by the media as well as being a regular contributor to professional journals.

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for a **FREE**, confidential, stress strategy consultation.

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Get deeper into stress reduction – with CSG's selective catalogue of Special Reports, Trainer packs, Manuals, CDs and Audio by Stress Guru, Carole Spiers.

Visit our ecommerce site www.bit.ly/pl30gL for the definitive solutions to stress management.



This ebook is one of a series, so please contact us for details of our other titles – email: info@carolespiersgroup.co.uk

For more information on **CSG** services including:

- ◆ Boardroom Briefings and Conference Keynotes presented by Carole Spiers
- ◆ Train-the-trainer programmes in Time Management, Organisational Change and Workplace Bullying
- ◆ Stress awareness programmes tailored for the boardroom to the shop floor
- ◆ Employee Counselling support services and post traumatic stress debriefing
- ◆ High Performance Executive Coaching
- ◆ Mentoring and conflict resolution

Please contact us for a **FREE, confidential Stress Consultation:** **Carole Spiers Group**

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