



# SHIFT BRIEFING



## STRESS MANAGEMENT BEST PRACTICES

Public service can be stressful and may put a serious strain on you and your home life. I want to remind you of certain steps to help manage this anxiety.

**FACE THE CAUSE OF YOUR STRESS** – The first step in managing stress is facing it. In stressful situations, it can be tempting to ignore the cause of your anxiety and focus on something else. Stress rarely goes away on its own, but focusing on the real cause of your anxiety gives you a chance to address it. The situation might have you taking on new tasks, looking after others, or adding multiple responsibilities onto your already-full plate. This might be on top of health concerns you are dealing with, or worries about a family member. To help keep yourself from feeling overwhelmed, focus on the smaller issues that you can control and build from there.

**REACH OUT FOR ASSISTANCE** – To better manage your stress, take advantage of resources when possible. At work, you can talk to *insert the name of the person and their contact information* about managing additional job responsibilities, or Human Resources (HR) for more sensitive issues. HR offers an Employee Assistance Program (EAP) with access to financial planners, counselors, and other resources. Reach out to learn more about what is available and how to access these tools.

Outside of work, talk to loved ones or trusted friends for additional support and guidance. No one needs to conquer a crisis alone; lean on others when you need help and assist when others need it from you.

**BE PROACTIVE** – Managing your stress during a crisis requires action, but the right steps will depend on your situation. If you are concerned about going to work or handling new job responsibilities during a crisis, voice these concerns to learn more about what precautions your organization is taking. If you are handling safety-sensitive tasks or learning new responsibilities, take your time and ensure you have the proper Personal Protective Equipment (PPE). The middle of a crisis is not the time for shortcuts, so follow the proper steps for every job and encourage your co-workers to do the same.

**STAY HEALTHY** – When dealing with stress, our physical and mental health can sometimes fall by the wayside. Focus on keeping your body and mind healthy to help manage your stress during a crisis.

- Get at least seven hours of sleep each night.
- Make time for regular exercise, even if it's just taking walks before or after work.
- Take regular breaks, when you can.
- Make time for activities you enjoy.
- Avoid focusing on work once you are finished for the day.
- Cook healthy meals. Restaurants are open for delivery or pick-up. Choose healthy meals when ordering from restaurants.
- Practice strong personal hygiene – wash your hands with soap & water several times a day. Avoid shaking hands; bump elbows or fists instead. Maintain 6-foot social distancing whenever possible.

No crisis or stressful situation is the same, but these steps can help ease anxieties during these challenging times. Be sure to take care of yourself so you can help those who may need you.