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## *Personal Tips & Strategies Managing Stress, COVID-19 and Conflict*

### **Cognitive restructuring**

1

We've been taught since childhood that words are important. The words we choose shape our thoughts and our behaviours. Be careful when using words like "should", "never" and "always" as doing so can lead to higher levels of stress.

### **Prioritise competing tasks**

2

In both your work and personal life, if you break all the tasks down into bite-sized pieces, start with the most important one and work down the list according to the need.

### **Manage your responses through planning**

3

Increased planning equals less stress. Taking the time to plan and check your daily progress around the work that needs doing.

### **Create clear work/personal life boundaries**

4

When in the workplace, look at your daily schedule and ensure that you are productive when you need to be. This also means that when you finish, you will be able to focus on the other areas of your life without feeling guilty. In the home where many workers still are – bookend both ends of the day with an activity that keep you healthy and strong (think walking and art classes vs coffee and wine).

### **Plan the rest of the year and beyond**

5

Yes, 2020 will end at some point, and the suggestion is to be ready! Get on the internet and think about visiting your local area and country and all the places you have never been (be sure to check the terms and conditions!).

### **Relax**

6

Invest some time in mindfulness, art, creativity, and learning. These are cheap to do and yet invaluable in terms of their positive impact.

### **Problem solve**

7

This does not mean fix, but it does mean understanding your decision-making model and the way that you handle stress/grief/loss/conflict. The more you know about yourself, the less stress there will be.



## Review communication

8

Look at negative self-talk, words with partners/colleagues/friends. If these are often harsh, sharp, and a little rude look at ways to ask more questions. Listening to understand and speaking to be understood is the mantra of Steven Covey, author of *The 7 Habits of Highly Effective People*.

## Humour

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Where appropriate, this can diffuse conflict and can make tough situations easier to understand. Seeking out people (friends or comedians via their shows) who make you laugh.

For a confidential conversation with one of our experienced clinical professionals, please contact **AccessEAP** on **1800 818 728**.

