



# Stress Busting Tips

Workbook



Being an assistant can be a hugely rewarding job, but it can also be very challenging and stressful!

I hope you find the following stress busting techniques useful.

Don't forget to join our private Facebook group at **<https://www.facebook.com/groups/ExecAngelsNetwork>** for further tips and resources.

*Michelle*



## 1. How are you feeling?

Stress is our response to events that are happening around us. In essence, you can **choose** to feel stressed or not. Easier said than done right?! Let's take a look at how you are feeling...

Write below anything that has been stressing you out recently:



## 2. Analyse the situation

It's easy to become completely overwhelmed by a stressful situation. Perhaps your workload is too heavy, or you have some challenging projects coming up, or it's all just gone a bit wrong!

Take a step back from the situation....

What parts are within your power to change?



Take a deep breath and really **focus** on changing your perspective on the situation.

Break the issue down. Make a list of changes, no matter how small, that you can try to improve the situation:



Which parts of the situation are completely out of your control?



### 3. Change your reaction

Now you've identified what is causing you stress, it's time to change your perspective and take back control of the situation. What positive emotion can you attach to the stressful situation?

If it's a big project, focus on a positive outcome and hear the praise you will receive on its completion.

If you've got something wrong, focus on what you will learn from it and how you will get it right next time.

**Choose a positive, constructive emotion that will benefit your overall wellbeing!**



What are the positive outcomes of the situation?  
What will you focus on?

**You got this!**