Stress Assessment

Mid – Results

Your stress—assessment score shows that approximately half of your answers were in the mid-stress category. Therefore, you are more susceptible to not only daily stressors, but also major stress from important events in your life. Chances are you feel as though you accomplish the majority of your tasks, yet feel as though you should be doing more. You may spend a lot of time meeting other people’s priorities and expectations, which can leave you feeling victimized and out of control. You may feel your life has a short-term focus, and you think of goals and long-term plans as worthless.

First, you must learn to distinguish what is important from what is not. It is easy to let yourself feel that any activity is important just because it is urgent, and this is often a false assumption. Second, reevaluate where you’re spending your time and find ways to make more time for things that matter most. A few tips:

• Just say no. Saying no to some things means saying yes to others. Always doing urgent things usually excludes important things. To register for a webinar on how to Be Proactive – ssing your resourcefulness and initiative to get things done [click here]
• Set aside time for relaxing and enjoyable things and honor your commitment to that time. Let the people around you know that you are not available for anything but real emergencies during those times.
• Attend an educational workshop to help you understand and identify what matters most and how to make the most of each day.
• [Click here] to view the webinar “Focus: Achieving Your Highest Priorities.”

“You will never find time for anything. If you want time, you must make it.” Charles Buxton

Tips

Mental

• Get rid of two needless tasks
• Allow yourself time to meditate each day even if it’s only for 10 minutes
• Delegate
• Turn the radio off during your commute
• Schedule time to pursue a hobby

To learn more about how to achieve peace of mind and increase your productivity [click here]

To learn about how to achieve sustained superior results by becoming more effective [click here]

Watch a video on how The 7 Habits of Highly Effective People can help you.

Physical

• Research your nutritional needs.
• Drink 8 to 10 glasses of water a day.
• Get to bed 20 minutes earlier and improve your sleep habits.
• Enjoy a 20- to 30-minute walk three times a week.
• Get massage therapy on a regular basis.

Social / Emotional

• Spend time with people who care about you.
• Treat yourself to a hot bath or a visit to a day spa.
• Regularly schedule phone calls to the supportive people in your life.
• Allow yourself time to read from a favorite book or write in a journal.
• Buy yourself an inexpensive treat once or twice a month.

Read the article: Character First

Read the article: Time and Life Management

Register for a LiveClicks Webinar workshop: Habit 1: Be Proactive – Using Your Resourcefulness and Initiative to Get Things Done

Spiritual
• Focus on being honest with yourself.
• Sing or listen to inspiring music.
• Read biographical materials about your favorite heroes.
• Write a mission statement. To build your mission statement using our FranklinCovey tool click here.

Video Preview: Self Trust

To learn how to build your mission statement click here. (Select Building your Mission Statement by James Cathcart June ’09.)