



IN SIGHT

for Oregon Lawyers

IMPROVING THE QUALITY OF YOUR PERSONAL AND PROFESSIONAL LIFE

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10 PROVEN STRESS REDUCERS

1. Don't rely on your memory. Write down appointment times. ("The palest ink is better than the most retentive memory." – Old Chinese Proverb)
2. Procrastination is stressful. Whatever you want to do tomorrow, do *today*; whatever you want to do today, do it *now*.
3. Ask questions. Taking a few moments to repeat back directions, what someone expects of you, etc., can save hours.
4. Say "No!" Saying no to extra projects, social activities, and invitations you know you don't have the time or energy for takes practice, self-respect, and a belief that everyone, everyday, needs quiet time to relax and be alone.
5. Create order out of chaos. Organize your home and workspace so that you always know where everything is. If you put things away where they belong, you won't have to go through the stress of losing things.
6. Schedule a realistic day. Avoid the tendency to schedule back-to-back appointments; allow time between appointments for a breathing spell.
7. Become more flexible. Not *everything* has to be done *perfectly*, and sometimes, it's better to compromise.
8. Do one thing at a time. When you are with someone, be with that person and no one else. When you are busy with a project, concentrate on doing that project and forget about everything else you have to do.
9. If an especially "unpleasant" task faces you, do it earlier in the day and get it over with.
10. Learn to delegate responsibility to other capable people.

Source: Adapted from "52 Proven Stress Reducers," Cascade Centers, Inc. Employee Assistance Program

OREGON ATTORNEY ASSISTANCE PROGRAM

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