

# Address your stress



Apply these goal-setting tips to help you choose the kind of goals that will lead you toward stress management success.

## 1. Define specific goals

Identify specific long and short-term goals that will help you reduce stress in your daily life. People who set specific goals are more likely to succeed.

## 2. Keep it simple and realistic

Goals should be simple and realistic to reach. For example: “I will go to bed 30 minutes earlier than my normal bedtime each night.” When you set your goals, try not to expect to make a lot of big changes at once.

## 3. Put it in writing

Write down what you want to achieve and post it in a place where you will see it each day. Use positive terms when writing your goals. For example, change “I will stop going to bed late every night.” to “I will go to bed earlier tonight.” Every day, claim that goal again.

## 4. Develop an action plan

Create a timeline and list the steps that will help you achieve your goal. Set deadlines for each step. Start with goals that can be accomplished in a short amount of time. As you complete the steps, cross them off your list for an immediate sense of accomplishment.

## 5. Ask for help

Let your family and friends know what you are trying to achieve and ask for their support. A little encouragement can give you the boost you need to succeed.

Look for more helpful steps on the following page.



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# Additional goal-setting tips

## 6. Stay positive

More than likely, success won't happen overnight. You may have a setback and experience difficulty accomplishing a goal. Try not to fall into the trap of discouragement—that just leads to giving up. Set a simpler and more realistic goal and try again. You can do it!

## 7. Reward yourself

Acknowledge your accomplishments and do something nice for yourself. Go see a movie or give yourself a treat. No matter how small or great the accomplishment, celebrate your hard work and be proud of your achievement.

## Sample goals

People have different stressors and different ways of managing them. Use the following goal suggestions as a springboard to developing your own stress-reduction goals.

- Organize my evening so I can get to sleep earlier at night
- Add physical activity to my routine at least three days per week
- Eat at least one fruit every day this week
- Plan my time effectively today
- Clean my bedroom this weekend
- Laugh more each day
- Prioritize my tasks and complete the most critical tasks first
- Ask my family to help me when I feel overwhelmed
- Take a personal day and do something for me
- Organize my desk at the end of the day
- Spend quality time with my family each day
- Worry less and seek advice from a counselor to address the things that cause me the most concern
- Spend quality time with friends twice this month