



# Take control

Keep work-related stress in check

Whether you're dealing with demanding customers, chatty coworkers or your never-ending to-do list, you don't have to let work-related stress get the best of you. Although you can't always avoid the stressors, how you handle them can make all the difference for you and your well-being.

# Keep calm and thrive on

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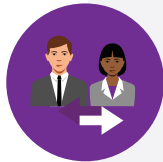
## **Set boundaries**

Learn to say “no,” and don’t overcommit. Stop your work at a set time each day.



## **Stay organized**

Make a list of your projects and deadlines. Prioritize what’s most important or urgent.



## **Get support**

You don’t have to do everything yourself. Ask for help when you need it.



## **Limit distractions**

Block time on your calendar so you can work undisturbed.



## **Control what you can**

Many things, especially other people’s behaviors, are beyond our control. Instead of stressing out, focus on the best way to react.



## **Take care**

Eat well, exercise regularly and make sure you take time to relax and recharge.

**Take steps to manage and prevent stress, no matter where you work.**

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