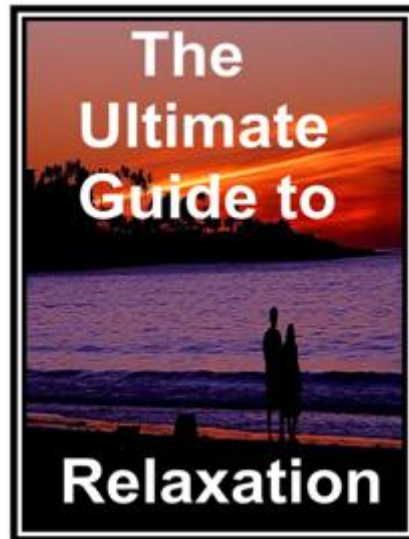


# The Ultimate Guide to Relaxation



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## **Identifying Your Sources for Stress**

How to combat stress

Stress has been blamed for various emotional and psychological problems such as:

- Heart palpitations
- Irritation
- Depression
- Lack of sleep
- Poor work or school performance

These are indeed common signs that a person is stressed. Being aware that you are in a stressful state is good thing. Why? Because you can look for possible solutions to avoid stress in the future and even lessen the ill effects of stress in your life.

A person who is already feeling stressed should first ask why he is experiencing this in the first place. This can lead one to discovering the different kinds of stress and which kind of stress is affecting him.

There are different kinds of stress. Let's take a look at them here:

Acute stress - this is the most common type of stress. It can propel a person to achieving more however, too much of this kind of stress can already be taxing to a person and can lead to depression, headaches, and worse scenarios. This type of stress normally occurs in daily life and is easily cured.

- Episodic acute stress - this type of stress is much like an unwelcome guest that has extended his stay for too long. A person who experiences this kind of stress is always on the go and always worried and in a rush. A person who accepts too many responsibilities and who may already be spreading himself too thin is under this kind of stress.

A person who is under this kind of stress is always irritable even when faced with a seemingly small problem. They can be characterized as tense people who will easily jump when startled. Worrywarts who are always pessimistic belong to this classification and are candidates for heart ailments. A person who suffers from this kind of stress should see a doctor and get long-term treatment.

- Chronic stress - this is the type of stress that makes people very unhappy about their lives. People who are trapped in unhappy marriage, extreme poverty or unfulfilling work often suffer from chronic stress. A person who is faced with this type of stress may feel that life is hopeless and there is no chance he is ever going to get out of his messy situation.

Chronic stress can affect a person so much that he thinks of it as part of his daily life. This is the type of stress that kills people either due to heart attack, suicide or even violence. A person suffering from chronic stress should seek professional help.

A person can be so caught up with work or with his priorities in life that he fails to detect he is already experiencing stress. A person who is already stressed out can feel restless, as if someone is going to attack him anytime. His heart beats faster and he may sweat excessively. The symptoms of stress can sometimes be likened to excitement but do not mistake one for the other.

While everyday stress can be helpful in challenging a person to do more and to perform better, frequent stress can lead to psychological and physical breakdown. It can affect both the mental and physical capacity of a person to the point that he becomes debilitated.

A person who works hard may start feeling constant headaches and back pains. Later on, he may already have trouble sleeping and feels his heart beating at a faster rate than normal. When this happens, it is important that the person concerned seek professional help immediately to minimize or even avoid stress and the negative effects.

Stress will always be present but the secret in surviving stress is how a person manages it. Some people allow stress to rule their lives. To avoid this, find out early on the factors that are causing stress and then find ways to reduce them.

If one cannot avoid stress attacks then maybe he can look for ways to manage and reduce stress by knowing its causes. A person who knows his enemy will have more strength and endurance to fight his battle.

### **How Stress Affects Disease**

How Stress Affects Disease

People are living a very fast-paced life and they no longer have the time to

“smell the roses.” This may be a cliché but it is a sad fact that the busy lives people lead has taken a toll not only on relationships but also on physical and mental well-being.

Research shows that seven to nine out of ten people have been subjected to work stress. And while companies can be held financially liable for work-related stress, no person would want to be incapacitated forever or even dead because of stress.

The number of people dying due to diseases and suicides because of stress has been on the rise. This can be blamed for the different challenges man is facing in order to survive modern life.

Stress has been blamed for a lot of things including the rise of heart attack, depression; sleep deprivation and a lot of serious illnesses. Take for example the case of call center workers who are subjected to a lot of work-related stress and who succumbed to heart ailments and high blood pressure.

Some people say that no matter how they want to get rid of stressful situations they just could not seem to avoid them because they have to work to feed their families. Some stressful situations that may not be work

related are still difficult to avoid because they are caused by circumstances beyond your control.

Stress is blamed for feeding many diseases and the top of the list is heart attack. The fact that a stressed person can experience palpitations and restlessness is a portent of a serious heart problem.

Aside from palpitations among the symptoms of stress are excessive sweating, headaches, sleeplessness, irritability, stomach upsets, lack of appetite and even skin breakouts. The negative effect of stress usually begins by affecting the psychological make up of a person. This ultimately translates into some form of a physical illness, some of which are untreatable by known medications.

These are some of the diseases that are greatly affected or even caused by stress:

- Depression
- Ulcers
- Asthma
- Headache
- Hypertension



- Bowel problems
- Insomnia
- Ischemic Heart Disease
- Sexual Dysfunction
- Skin Diseases
- Increase Breathing
- Excessive Sweating

Some people experience skin breakouts that they attribute to other causes aside from stress. Little do they know that most allergies are caused by changes in hormonal activities due to stress. Some people who experience chronic stress and severe depression even develop low immunity that leads to cancer or even Acquired Immuno-Deficiency Syndrome.

Never underestimate the power of stress to affect the brain and even the metabolism of a person. Stress can affect the skin, the digestive system and important organs of the body.

Researchers who were exposed to the negative effects of stress on the psychological and physical condition of a person were quick to conclude that stress is the number one silent killer today.

Take the case of a person who is constantly exposed to stress. This person can look for ways to de-stress through drinking alcoholic beverages or smoking both of which can cause even greater damage to his body. The more he is stressed out, the more reason he has to smoke and to drink and the more his body deteriorates.

A little stress can be exciting for some people encouraging them to work harder. But when this becomes too much and is experienced regularly then the blood pressure shoots up, the heart palpitates and other symptoms appear that can affect the workings of the heart.

A person who is under a lot of stress most of the time should list the causes of stress for him and then avoid them. If these causes are unavoidable, then he has to find ways to manage his stress.

Stress is a normal part of life and anyone who leads a normal life can be subjected to emotional problems that can lead to stress. However a person has to find ways to control and manage stress. It may be difficult but is possible and better than the alternative.

### **Keep a Record of Your Stress Factors**

## Why Keep a Record of Your Stress Factors?

People who live busy lives especially those living in urban communities eat stress for breakfast, lunch and dinner. Life is so fast paced for them that they even do not notice that they are already stressed out.

Taking the time out to review your personal life and relationships and how one is doing in those aspects is a good way to determine if one is too stressed out to live a normal life. A person should review how his relationships have changed over the past months and compare it to a month or a year ago. If he has neglected to meet with his family or close friends because of work then there may be a good chance that he is devoting too much time at work and may already be experiencing stress.

Remember those abnormal heart palpitations, the sweaty palms or the feeling of restlessness? Or how about those unexplainable stomach cramps or those sleepless nights? These are among the symptoms of stress and a person who feels some or even all of them should observe when and why they occur.

The daily stress that everyone needs to get him charged up and working is

normal but when this stress gets into the life of a person then something must be done to lessen its impact.

One basic advice given by experts is to get to know the stress factors of a person. These factors can be people, events or places that make a person experience the stress symptoms. Getting to know these symptoms will help him understand how to avoid and manage stress.

Once a person has become aware of his stress factors he should take note of these and keep a record of their occurrences. Taking note means writing down the symptoms, what prompted them and how long the episode lasts. This will help you to understand what triggers your stress.

It is good to note down what happens every day in the office and how meeting some people or encountering situations have given rise to certain stress symptoms like panic attacks, headaches or even irritation. The reaction to these factors should also be discussed or written so that a person knows what to do when faced with the same thing.

By keeping a record of his stress factors a person will learn how to understand what factors pave the way for certain reactions. He may want to control his emotions next time by preparing himself and psyching himself

up for that certain moment. Keeping a record of these situations will also lighten up his load can even serve as a detoxifying exercise.

Every person needs some level of stress in his life to make him accomplish something or become excited about a certain task. Knowing which factors trigger a certain level of stress will help a person prefer certain stressors and avoid others that make him feel bad.

A record of the stress factors will also be a great help when a person decides to see a professional about his stress factors. Knowing the factors that can encourage extreme heart palpitations, headaches and other illnesses can help a person survive these illnesses.

No one can avoid stress but a person can choose what types of stress to deal with. He also has a choice to be beaten by the ill effects of stress or to manage his stress factors. Being exposed to extremely stressful situations can lead to emotional problems and breakdown.

A person who can no longer control the effects of stress in his life can experience severe depression. As we discussed in the previous chapter, some people who are that stressed out end up feeling psychologically or physically sick. People have had heart attacks, mental breakdowns or even

destructive behavior as a result of stress.

We've already mentioned that life without a little stress can be boring and unchallenging. However too much stress can also lead to serious illness that can be life threatening.

### **Improve Stress By Breathing Properly**

How to Improve Stress and Induce Relaxation by Breathing Properly

Breathing is something that comes naturally to every person from the moment he is born. No one lives and goes through life without learning the art of breathing. It is an essential aspect of living.

However, did you know that breathing can be used to achieve certain goals?

Proper breathing can make a person healthier emotionally and physically.

But first, you must learn the proper way to breath.

Learning how to breathe properly can relieve stress and tension. Stress is a common occurrence nowadays because of the hectic lives we lead.

Office workers are exposed to a stressful environment and they have to

learn how to breathe properly to release the tension and stress they feel every day. Proper breathing is the best stress reducing technique that everyone can learn and use for free.

Knowing how to beat and manage stress can make the difference between living a happier life and a gloomy and depressive one. A person who feels stressed out should learn proper breathing techniques to relieve him or her of stress now, before it gets too late and stress is translated to life-threatening illnesses like depression and heart problems.

Reasons why a person should learn to relieve tension and get rid of stress:

- Stress leads to heart palpitations
- Stress makes a person unhappy
- Stress can make a person live a lonely life
- Stress can make one suicidal
- Stress can lessen productivity
- Stress can result to poor relationships

While every person was born with the inherent knowledge of breathing, not everyone knows how to breathe properly. Breathing can be good or bad. Deep breathing is generally good for everyone because a person who breathes deeply tends to suck in more air and release more negative

elements.

A person who gets regular exercise will have the tendency to breathe better and this is healthier for him physically and mentally. Remember the cliché that you think better with some fresh air? Yes, indeed because a person who tries to walk and breathe in fresh air will exhale more stress.

Thereby, making him feel better.

Children are less stressed out because they are free to breathe properly. Children can express their emotions properly and this allows them to release tension regularly. Unlike adults who are shown the proper way to laugh, smile and even cry.

Adults repress themselves and build up stress when they hold back what they feel because of social niceties. An adult who is mad at another person will most likely smile at him and keep his anger deep inside. This builds up stress and unless such a person can vent his anger elsewhere then he will become stressed out until he can no longer hold on to the pressure.

A person who is restricted by society and is shown the incorrect way of breathing and controlling his emotions will tend to breathe short and shallow, not as deep as what he is used to. He gets accustomed to this



type of breathing that he becomes more stressed everyday.

Types of exercises to improve breathing:

- Diaphragm breathing-deep breathing using air from the abdomen
- Conscious breathing-deep breathing in a more relaxed manner
- Yoga breathing-more structured and requires practice.
- Mudra breathing-breathing techniques for meditation

The proper way to breathe is to inhale deeply, hold the breath and then tightening the diaphragm. It is best to concentrate and meditate while doing this and imagine positive things so that all negative elements in the body are thrown out during exhalation.

Proper breathing can release the tension that a person feels. It can make him more relaxed and ready for another day of work and challenges. It can also make him a lot healthier emotionally and physically.

A person who discovers the proper way to breathe should learn how to relax his body more. Stiff and tense muscles can add up to stress and a person who has tensed muscles can feel a lot of body aches.

One way to relieve stress is through progressive relaxation. Relieving

tension from the feet up does this. A person should tighten his leg muscles, feel the tension and then slowly release the tension until his leg muscles have relaxed. The whole process can be repeated in the different parts of the body from the upper legs to the hips, arms and up to the head.

### **Self-hypnosis and visualization**

Using self-hypnosis and visualization to beat stress and relax

Every person who has to earn his keep and look after himself and his family will be exposed to stress at some point in his life. Stress does not always have to be bad because there is a certain level of stress that keeps a person going despite the odds.

However, when the stress level has become so high that a person can no longer live his life normally, it may be time to look for ways to say goodbye to stress.

We've previously discussed how no one can avoid stress entirely because it happens normally and it is, in fact, a part of daily life. However, stress and a stressful environment can be controlled and managed.

One way to overpower stress is to accept the reality that one is stressed out and then acknowledge what produces stress. When a person knows what makes him stressed then he would be able to do something to prevent such factors or minimize its effects.

Using the record of your stress history that we discussed previously will help you determine what triggers stress for you. Then you can move on to changing behavior. Self-hypnosis is one method.

It is really all about the power of the mind, so they say. Thus, self-hypnosis and visualization can help a lot in empowering the mind to control the environment, people and other factors that produce stress.

Hypnosis has been elevated to a science and contrary to witchcraft and other negative ideas and black magic being attached to hypnosis it is already an accepted practice even in the scientific world. In simple terms it is much like training one's self to believe or do something.

Self-hypnosis makes use of visualization techniques to produce the required outcome. A person who is already too stressed out at the office can practice self-hypnotism by visualizing relaxing scenery. He can visualize

himself swimming or just lying on the beach for example.

The beach is a relaxing place and visualizing yourself there can release pent up emotions and work pressure. With this a person can make an otherwise stressful factor into a relaxing one. Every person has a gift of self-hypnosis through visualization and anyone who has day dreamed at any point in his life can attest to this.

The technique is to recognize what makes one stressed out and then to visualize a relaxing event or place whenever he is faced with that stress factor. The goal is to get the pressure off and calm the nerves through visualization.

There are different relaxing sceneries or moments for every situation, and a person who wants to feel calm and less stressed out can create moments and sceneries in his mind. It can take some time for a person to find out which visualization technique will work for him, but he will get there in due time.

What is good about self-hypnosis is that a person can do it for free anytime and anywhere. A person can be right at his desk in the middle of paperwork, but when he starts to feel the stress triggers, he can then opt to

close his eyes for a minute and visualize himself in the middle of the desert, on top of the mountain or anywhere he wants to be.

Experts attest to the effectiveness of self-hypnosis in healing people who have the slightest malady to the more serious ones. It has been used to heal people who are in pain, people who want to stop smoking, and even for women who are about to give birth.

Self-hypnosis is not really a technical thing because every person who knows how to follow instructions can do it. One needs a place where he can relax and where he can sit or lie down, depending on the position that he feels himself more relaxed.

Some people make use of relaxation music to heighten their visualization sessions. Self-hypnosis works differently for different people, but a person who decides to free himself from the crutches of stress through visualization technique is already on the way to achieving it.

It may be difficult at first, especially when a person finds it hard to concentrate and relax. However, one needs only time, proper motivation and determination to achieve a less stressful life. Stress is a part of life but being happy and relaxed is a choice.

## **Controlling Worry**

### Control Your Worries

Have you noticed that when you worry too much, you do not accomplish anything? Excessive worry only delays more of your tasks. Too much worrying can also induce anxiety, stress and other disorders.

People who worry too much fear a future that has negative events. They find these distressing and quite difficult to control. If you are one of these people, snap out of it. Try your best not to worry about thoughts that are far from happening.

What causes excessive worry?

People often worry too much when they are uncomfortable about new situations. They also worry when they find themselves in situations they can hardly control. They doubt their abilities to cope in stressful situations – especially when the need to do so arises.

Chronic worries develop a restriction on tackling these situations; therefore

their lifestyle is basically affected by their worrying. This can also affect their relationships, work and leisure activities. All in all, individuals who worry too much suffer from low self-esteem.

Common anxiety symptoms attributed to worrywarts:

- Restlessness
- Fatigue
- Difficulty in concentrating
- Easy to be irritated
- Muscles are tense
- Problem in sleeping

Worrywarts often worry about:

- Finances
- Work
- Study
- Their health
- Health of loved ones
- Relationships
- Family
- Concerns on their safety
- World and community events

These are the basic thoughts going through a worrywart's head:

- "Something bad might happen."
- "I have to control what I can."
- "I wouldn't be able to handle it if something bad were to happen."
- "I must always be in control."
- "I want to be certain of what can happen in the future."
- "I can't stand my intense feelings."
- "I worry too much and that is a sign something is wrong with me."
- "I cannot control my constant worrying."

How to remedy excessive worrying

You must be able to control your worries. Do not let it get to a point where your worries control you.

1. If you feel that you are worried about something, do not handle it by yourself.

You can talk about your concern with a person you trust. Human contact is a remedy to worrying. It also makes the body stronger.

2. If you're worried about something, get the facts straight. Sometimes misinformation or lack of information results to worry. You have to check whether there is a reason why you do



3. Have a plan. Afterwards, take action. You must attack whatever you are worried about, not the other way around – which is your worry attacking you. This action alone helps you be in control. It also lets you control whatever it is that you are worried about.

4. Get enough sleep in order for you to practice brain maintenance. Worriers don't get enough sleep so this triggers anxiety. You should also have a proper and well balanced diet. However, you must not let food treat you and your worries. Do not skip breakfast. By increasing protein in the morning, the mid-morning stress is slumped. You can also exercise regularly to create a positive feeling and for your mind to release negative thoughts.

5. Don't be too hard on yourself. No one is perfect. When you make a mistake, reflect on it but also let it pass. The only person who has ill feelings about you is you. If you feel that you are not loved, think again. Surely, there is a person who is thinking about you.

6. Let go. When you feel that you have done what you can, let it go and leave it to chance. You shouldn't worry too much, especially if you feel you have already exerted the effort that is needed from you.

7. Always look at the bright side. Instead of looking at the negative, look at the positive even though it can appear so insignificant. The more you focus your attention on the bright side, the more you feel about the results, even though it's not as good as you want it to be.

8. Have a strong support system and maintain it. Usually, depressed people are those who are burnt out from the stress they experienced in life. This turned to the worse because they didn't have friends they could talk to.

9. Listen to relaxing music to calm your nerves. Take the time to meditate in order to rejuvenate your energy.

10. If you feel that you cannot handle it on your own, get professional help. This is not a sign of weakness. It's just a sign of you wanting to get better.

## **How to Cope With Anxiety**

### Coping with Anxiety

There are various kinds of anxiety that plague modern day living. There's consumer anxiety, society anxiety and self-esteem anxiety.

Notice that anxious people buy more lavish things. They also eat and drink more. They purchase luxury items frequently because they feel that there is a void they have to fill.

The explanation to their actions is that they are merely frightened. They are so anxious and they think that by resorting to material things, their worries will subside.

The difference between anxiety and fear

Most people believe that these are the same when in fact there is a difference. For one, fear is focused. For example, if you walk down an alleyway and there is someone behind you, you are fearful. You don't know whether they will attack you or not. It's either you turn back or you get attacked.

On the other hand, anxiety is diffused. There are times wherein we are not sure what exactly why we are anxious. Instead of the common solution that is retreat, the approach on anxiety is avoidance. Take for example, we are anxious whether our boss would fire us or not. A part of us wants to develop a closer relationship with the boss whereas the other half wants to stay away.

Anxiety is a feeling of foreboding and restlessness. You feel that you are vulnerable and oftentimes threatened. To give a clearer example, the character in Edgar Allan Poe's "Telltale Heart" best shows what it's like to be anxious.

To those who can't remember the short story, "Telltale Heart" is about a man who killed his master because he was annoyed of the latter's glass eye. In the narration alone, the reader basically hints that the storyteller (the murderer) is already crazy. The story progresses with the policemen checking out his residence because his neighbors have already reported of the master's disappearance. At first the murderer was relaxed and suave but inside his head, he was hearing a beating sound. It was his anxiety or his psychotic panic. The story ended with him confessing to the crime.

#### Scientific explanation behind anxiety attacks

According to most doctors, there is a connection between the peripheral vision and anxiety. The sensory-visual connection, or what is referred to as the amygdala, is the first to respond to fear, therefore making the individual's body jump back in order for him to be safe.

Stopping for a minute and thinking why you responded entails the frontal lobe to do the action. This part explains why you acted the way you did.

Also in anxiety, there have been various experiments conducted where people see fear pass by so fast that they do not see them on a conscious level. However, they still become anxious nonetheless. The explanation to these incidences is that it never passed the frontal lobe, only through the amygdala.

Right now, the culture we live in relies on frontal lobes to executive function over the primitive, automatic and autonomic responses. Thing is, this takes time. It is also a challenge to look at anxiety on a different level as fear.

### Anxiety Then and Now

In the 40s, there was World War II.

Then there was the Vietnam War in the 60s.

People read about it and hear it on the radio. Then there are the visual images on CNN. This results in anxiety for most people. Not to mention the 9-11 incident.

This is the very explanation as to why people get more and more anxious compared to generations before us. This also explains why more children are

on medication now. We find ourselves in an anxious time.

#### Government's Response to American's anxiety

There is the potential to remedy the anxiety of each individual American but that is up to the person himself. This is an intriguing and thought-provoking situation but if you think about it as a whole, the only person who can save an anxious person is the anxious person himself.

This is where controlling anxiety comes in. The only thing the government can do to American citizens is assuring them their safety. As for the citizens per se, it is their responsibility to maintain composure whenever they find themselves in anxious situations.

## **Anger Management**

### Manage Your Anger

There's this 2003 movie with Jack Nicholson and Adam Sandler titled "Anger Management." Obviously, it doesn't take a genius to figure out what this movie is all about.

Life does not flow smoothly – not as much as we hope. There are situations that challenge us – and we face these every day. Sometimes, these challenge us. Often times, we are stressed. These bouts of frustrations and stress often result to anger therefore affecting everything else going on in your life.

If you wish you had more control over your emotions especially during stressful and frustrating situations, then you should consider Anger Management. Not the movie – but the actual thing. If you feel that you have done things in the past during loose bouts of temper, then you can handle the case differently if ever you find yourself in the similar situation again.

Control your anger or liberate yourself from it?

If you are the type who believes in the benefits of science, then check out the scientifically proven Sedona Method. It is an easy-to-learn and do-it-yourself method that lets you release negative feelings or thoughts through relaxation. The good thing about this is that it does not only manage your anger, it also releases it.

Most people resort to the techniques of Sedona Method in order for them to receive immediate relief from the side effects caused by anger and hate. Whenever they feel that they are not able to control their anger, Sedona

Method relaxes them and easily breaks the pattern of behavior and thought that ultimately leads to the self-sabotage.

Here's a tip. The very minute you feel that you are about to lose control, remember the basic steps of Sedona Method. A sign that you are doing it right is when you feel a certain kind of lightness leaving the chest, shoulders and stomach. Instead, you feel at ease, relaxed and confident.

If you do this frequently, you will find yourself no longer angry or incapable of control. You are also not frustrated or stressed. By being more relaxed, you can handle whatever situation life throws at you in an easier manner. Remember the noises in your head? These pesky buzzes will subside. Your mind will be cleansed of inappropriate concerns. The only things you will focus your attention on are those worth doing.

### Alternatives to Anger Management

If you feel queasy joining a circle of angry people or you think that the Sedona Method is not right for you, then you can try the following:

1. Employ other mental techniques that will help you see the situations differently. Studies show that people who are often angry are those who see the negative side of things. By seeing the bright side, they have a more



optimistic perception on the situation. This is quite helpful in masking the true cause of the person's inability in controlling his anger.

2. Seek a counselor. This clearly has its benefits. A counselor helps his patients see the situations in a whole new light. This lets them control their anger and their thinking processes. In due time, the patients will then be independent from the words of their counselor because they would eventually have eliminated the inner cause.

3. Therapy. After Sedona Method, therapy is the most likely to produce a change in a patient's relationship with his anger.

### Don't Struggle with Anger

Imagine your life free of anger. Take a moment and think of that right now.

Imagine the light and relaxed state you will always be in. All you will experience is calm and joy at any given situation. This is possible for at least 90% of your life.

If you feel that you deserve to be happy and have fun out of any situation, then you can do so by lessening or better yet, eradicating anger from your life.

Bottom line is you deserve to be happy. Just ask yourself: would you want to be angry or would you want to be happy? Do you want to be seen by people frowning or smiling?

By attending anger management classes, relaxing, Sedora Method and the other ways mentioned here in this book, you are on the first step to having a brighter outlook on life.

## **Time Management**

Manage Your Time Wisely and See Stress Disappear

Time management can contribute to the levels of stress we experience day to day. When your schedule is out of control it contributes to stress and, obviously, can banish relaxation to nothing more than wishful thinking.

In order for a person to succeed, he must be able to manage time in a wise manner. This results to more money rolling in. Time and money go hand-in-hand and is especially important during these stressful times we live in.

Time management has techniques and tools specially made for scheduling time and planning daily activities. Its main goal is to increase the efficiency and effectiveness of corporate time that also affects each person.

There are various books, seminars and courses that specialize in informing employees and employers about this. The common denominator of all these strategies is that there must be a to-do list, priorities and a goal to attain. Some of the most popular examples of time managing strategies are those that have specific lines of the time managing products.

### Criticisms of Time Management

Personal use of time management is a kind of self-management. When set in a corporate backdrop, time management satisfies the need of the employees by making it easier for them to combine work and accountability.

The major criticism on time management is that the act alone of planning and coming up with to-do lists already entails so much time and effort.

But in the long run, a concrete plan and schedule when it comes to time management, sets the recommendation to attaining the corporate goal. Once these goals have been written down and grouped into projects, action plans or to-do lists, then deadlines are also set and the priorities have been

assigned to each individual employee.

### Importance of a Task List

A task list is the rundown of tasks that must be completed. These are steps or chores that attribute to the completion of a project. It is also an inventory tool serving as an alternative to merely remembering what must be done or 'mental notes.' Task lists are often used in business management, software development, project management and self-management.

There is good reason to believe that time management techniques can help in your private life. Controlling time will reduce stress by helping you determine what you do and when you do it thereby reducing the stress associated with managing activities.

Good time management techniques can also help you schedule time for relaxation!

In order for you to not be confused, check the item on the list the very minute it has been completed.

### Organize your task-list

The hard thing about task lists is that they are often tiered. The simplest

systems have a general to-do-list and these record tasks the employee must accomplish. Then there is the one which has daily-to-do list which shows what must be done on a daily basis.

To make it easier to comprehend, there are systems that allow the user to make a priority list. It sets the most important task at the beginning of the list. By opting for the ABC method, the approach helps the user in dividing all the tasks into sections. Some of them even have the option of specifying which task must be done within the day, the week, and the month.

### Software Applications

The good thing about software applications that can be downloaded is that they already have the built-in task hierarchy needed in prioritizing task lists. They also support the multiple methods when it comes to filtering and ordering the steps that must be done.

### Journey to Developing Time Management

It all begins with the drive. Once you have the drive, then everything follows through. The practice of time management becomes a habit and later on integral to your way of living.

Start it off by having a goal and sticking to that goal. You should also believe

that you can do it and you are willing to do whatever is needed of you to attain it. These include organizing and prioritizing.

## Time Management Strategies

Try the following:

1. Develop blocks of time. Look at the clock and tell yourself that you will do this for this number of minutes and only this. You have to fight whatever distraction in front of you in order for you to achieve this.

2. Have a schedule

Be it daily or weekly, you must visualize yourself doing this at this time and on this day and stick to it.

3. Prioritize

Do what must be done first. Be it studying, work or household chores, you must have a time for everything. When you're doing it, you have to be focused on doing it so it's not half-baked.

4. Have 'dead time'

You should also relax when needed so that you will feel re-energized and

rejuvenated when you have to do the tasks.

## **Stress and Nutrition**

### Managing Stress with the Right Nutrition

Men and women alike work their way through life every day. They pursue their own dreams and careers to establish a niche in this world. However, this endeavor is not a stress-free one. Some people even go through the difficulty of facing work that they do not like. This can be more stressful.

We previously determined that there is no way to escape stress. It is a phenomenon that the human body has been designed to adapt to. However, facing too much stress is not something you must take as a constant reality. One has to deal with stress in order to overcome it. If you constantly allow stress to burden you, then it may eventually take a toll on your health, mind and body. Thus, it is very important to address the problem.

### What Is Stress?

As we discussed earlier, stress is a condition that everyone is familiar with. It can bring many definitions, sometimes, depending on the experience of

stress by the individual. Let's delve a bit deeper into the subject of stress and especially how it can be controlled through nutrition.

Stress is the way of the body to cope with the different factors in the environment. There are stressors in the environment that can stimulate reaction from the person. The mind and body are conditioned to respond. The reaction of the body to the external stimulants is known as the stress. That is why, ordinarily speaking, stress is a normal occurrence. However, there are instances when exposure to undesirable stress can be harmful.

### What Causes Stress?

The first step to overcome the problem with stress is to get to know it. Knowing the roots and causes of the problem will definitely help. As earlier mentioned, stress is brought about by the different factors in the environment. Thus, if stress gets too much in the way, then looking at the elements that stimulate the problem will help you overcome it.

Things that physically affect your disposition are stressors. These can build up the strains in your body. In the long run, this can be very harmful and destructive. It can affect your health and immune system.



## Dealing with the Problem of Stress

It is very imperative for you to deal with stress. Since there is no way we can escape the stressors in the environment, then the key to maintain a good disposition is to handle stress properly. You must find ways so that you maintain a relaxed and lively disposition. You must focus on things that give you energy. You must also venture on things that will give you more life.

There are many things that you can do. You can do a hobby, enjoy a pastime, engage in sports or attend a therapy or relaxing session. One big factor that you should also focus on is to bank on a good nutrition.

## Using Nutrition as a Defense against Stress

Focusing on your nutritional intake can reduce stress. Undeniably, the right nutrition can go hand in hand with the aim to fight the adverse effects of stress. Thus, addressing the nutrition aspect of your lifestyle can lighten the burden brought by stress.

Taking in vitamins and minerals regularly will definitely reduce your stress levels. To ensure that you maintain a good balance of the nutritional levels needed by the body, then take note of these tips:

### 1. Subscribe to a Balanced Diet

Having a balanced diet will definitely maintain a good level of nutritional elements in your body. It will give you the energy you need everyday.

### 2. Eat Foods High in Vitamin B

Foods like whole grains are perfect to combat stress. These foods are high in vitamin B. this means that they can slow down the effect of the sugar in your system that can slow you down.

### 3. Focus on Protein Intake

A high-protein diet is another way to achieve fight the adverse effect of stress. You can easily get this nutrient from fish, meat and yogurt.

### 4. Exercise Daily

It is best to couple your aim to achieve good nutrition with daily exercises. This will leave you feeling better and stronger.

## 5. Healthy Snack

You can also give yourself a dose of health snacks in the middle of the day. This can help you deal with your everyday stress. A delicious and healthy snack can alleviate your worries for some time as you take your break at work or at school.

Fighting the adverse effects of stress will help not only your health. You will also be at the most productive you can be if you are healthy and feeling good.

## **Exercise and Stress**

### Exercise and Stress Relief

There are many things that keep every person busy. Career, family affairs and responsibilities are some of the aspects in life that require time and effort. Most people, however, will find attending to so many things as very stressful. Undeniably, there are many tasks that can be strenuous in the long run. In the end, the body succumbs and gives up to the physical limits of the body.

## Stress and the Body

Different people will experience stress in different ways. It depends on the individual on what he or she may find stressful or normal. However, the effects of stress would be the same. It will strain the body, mind and health. It can even affect your overall disposition and performance.

As such, it is very important to deal with stress as much as you can. This is to avoid the adverse affects of stress. At the same time, you can be the productive person that you want to be.

## Dealing with Stress

There are many ways to deal with stress. Different people may seek different means so that they can relieve the stress they feel. The important thing is for you to know the options available to you. It pays to be aware of the things that you can do. At the same time, you must make sure that you pick the one that will work best for you.

Some people deal with stress by having a hobby where they can take out all their frustrations. They can play a sport during their free time. They can also do painting or other creative endeavors.

There are people who find good food as a way to relieve their stress. However, it is very important to carefully choose your comfort foods so you can ensure the healthy disposition you want to achieve. To best ensure a stress-relief that improves your well-being, and then doing daily exercises is the way to do.

## Stress and Exercise

Dealing and managing stress will require active participation on your part. Thus, the best thing to do is to include even a little amount of exercise in your every day schedule. Each exercise or physical activity that you engage in is valuable in your health and fitness efforts. This will be your first step to achieve good health.

Here are some things that you can keep in mind to reap the fruits of your efforts to exercise.

### 1. Do Aerobic Exercises

Aerobic exercises will be helpful in encouraging your body to release more endorphins. The endorphins are known to be good allies to fight stress. This

is perfect for people who spend the whole day sitting in front of their workload.

You can do this by walking everyday. Take the time out to do some walking in your desired time for the day. Do this for fifteen minutes at least. Then as days pass by, you can also increase your speed or cover a longer distance. If you plan to explore other types of aerobic exercises, be sure to consult a physician first. Know if your body will be able to sustain the more active lifestyle.

## 2.Find a Good Sport

Another good idea is to have a nice sport that you can enjoy with your friends. This will give you a good break in your busy schedule. You get to interact with your friends as you stretch your limbs and improve your body condition.

## 3.Explore the Natural Setting

When you do your daily exercises, you can opt to go to the gym. However, if your vicinity will allow it, choose to explore the nature trails or the nice environment in the parks. Exploring these spots as you exercise will give

your mind the relaxation it needs. This can even improve your mood for the whole day!

#### 4. Other Types of Exercises

Aside from the typical exercises enumerated above, you can also explore other forms like yoga. This kind of physical activity focuses specifically on your mind, body and spirit. This will teach you techniques to achieve relaxation.

Yoga can even help you learn how to relieve the stress in your body by doing simple breathing exercises. This way, you can easily achieve your optimum level wherever you are, even without having to run around.

Your health and well-being have to be your priorities. No matter what you want to do, you will be helpless if you let your health deteriorate. As such, learn the stress management tips provided above so you will always be at your best condition.

### **Your Body and Stress**

## What Happens to a Stressed Body?

We've discussed quite a bit about how stress can affect your health and well-being. But let's take a look at some specifics.

Individuals everywhere go through different ordeals, challenges and affairs. These are overcome as one proceeds in his or her everyday life. As such, people have taken these facts of life as a given to survive in this world.

Stress is one such given in this life. There are many factors in the environment that pose stress to the mind and body. Experts even attested that the body has been built to adapt to such instances. However, even if the body can cope to such events, too much stress will definitely pose a bigger problem. Thus, people must learn this as early as possible to be able to manage properly the event of stress.

It is very crucial for people to learn what happens to the body of a person who goes through so much stress.

## What Really Happens to Your Body When Stressed?

Stress is the natural reaction of the body to the different factors in the



environment. This is one coping mechanism that is built in the system of every human being. However, when the physical or emotional stress becomes prolonged, the effects become adverse. The body becomes distressed.

The body normally fights this stress. This can manifest in the contractions of the muscles or the sudden adrenaline rush. Most of the time, the blood pressure will definitely increase. You will also feel your body sweating. These are instances when the body reacts to the stress.

Of course, this can still further vary depending on the person who goes through the stressful event. This becomes complicated when the body fails to react properly. The effect is also bad if the body goes through a difficult time of adjusting back to its normal state. The adverse effects of stress in the body will have different manifestations such as:

### 1. Draining the Person

Generally, the situation can cause extreme mental, physical and emotional stress to the person. If this continues, the energy in the body can be drained. Thus, it can leave you feeling tired or hopeless. This may seem as a normal event. However, being constantly drained of energy will deprive the

person of the opportunity to enjoy his or her life. Furthermore, this can be very devastating to the productivity of the individual.

## 2.Weak Immune System

Having consistent high stress levels can also affect the immune system. With the body constantly subjected to different reactions, it will eventually give up in fighting. When the immune system weakens, you can easily become sick. You will become more exposed to illnesses that can further affect your body and health. This will limit your capabilities even more.

## 3.Negative Outlook

A person who is constantly stressed can also develop a negative outlook on life. Being constantly drained and depressed can affect how you view your life.

One can feel distaste in any activity. Any task will seem uneventful that nothing is as interesting anymore. The person can also feel despair that there will be lack of zest in the other aspects of his or her life. Depression can also set in.

As such, the stress will affect more than your individual disposition. This can also be crucial in the way you get along with other people. You can become more grumpy and irritated. You can lose some friends who will choose to stay away from you because of the change in attitude. It will also be difficult to make up for the other opportunities that you could have given up.

#### 4.Higher Risk to Diseases

Another adverse effect of stress to the body is the way that it exposes the body to other high-risk diseases. There are experts who claim that stress is one common factor that initiates diseases. Heart disease and cancer pose threat to the life of a person. Some studies show that stress contributes to an increase in developing these.

There are many adverse effects that can happen when your body is constantly stressed. These are events that take place because your body has taken on its toll. Thus, it is very important that you keep this in mind. Be constantly aware of your health and well-being. Pursue a better disposition and prioritize the things that will improve your body. This way, you can be your better self in every day.

## Stress Can Kill

### Stress Can Kill

No kidding. Stress can kill.

Stress may be a normal reaction that takes place in the body. However, if this gets prolonged and is not addressed, it can be very detrimental to your health. Even worse, stress can even kill you if you let it take its toll.

### Stress and Its Adverse Effects

Stressful times and situations can normally take place. These are things that are really inevitable, considering the fast lifestyle this modern world demands.

However, did you know that stress affects the different mechanisms in the body? It damages some systems. It can even weaken your body to the point of making the immune system give up.

Rather than simply take in these facts as a given it is very crucial that you take a stand. Resolve to yourself that you will do everything within your means to reduce the adverse effects of stress. Stress **can** kill, but do not **let** it kill you.

Stressed people are constantly drained of the energy they need to go on in their everyday lives. If this happens, they can develop a negative outlook in life. Depression can set in and trigger other negative effects to the personal life of the individual.

Serious health consequences can also accompany the failure to overcome stress. Normally, the immune system can defend the body from illnesses. However, stress can weaken this immune system. If this happens, you and your body will become more susceptible to fatal diseases like cancer and heart problems. At the same time, if you have a medical condition at present, this can be further aggravated.

Heart disease is known to be a primary killer in the world population. Some of the symptoms of heart diseases are stress-related. This can manifest in the sudden increase in the blood pressure and constant heart palpitations. Given these facts here, it is imperative for you to address the situation if you find yourself incapable of handling stress. You must overcome this problem as early as possible to avoid being the victim of the stress that kills.

Simple Ways to Avoid Getting Killed by Stress

There are certain steps that you can take so that you avoid the harmful effects of stress. Following these ways will definitely keep you from being killed by stress.

### 1. Proper Nutrition

Eating the right foods will help you deal with the challenges of everyday life. Make sure that you do not miss any meals so that you are properly energized as you do your tasks. At the same time, having a balanced diet will ensure your body the nutrients it needs. Thus, make sure that you take in the foods that will contribute to your well-being. Take in proteins, vitamin B and minerals.

### 2. Do Not Overload

Sometimes, people get too ambitious that they forget the limits of their capacities. Thus, it is imperative that you avoid taking tasks that are too much for you to handle. Just take things one at a time. Let them fall into place first before getting a new responsibility. Doing so will keep you from overworking your body and mind.

### 3. Take a Break

If you are constantly on the go and you barely sleep, then you must rethink. The body needs to unwind after sometime of work. Thus, do not let one week pass by without getting a decent sleep. Try taking a break after a series of harrowing tasks. Listening to some good classical music or simply taking some time to be alone and relaxing your mind can help you in the long run.

#### 4. Interact with Family and Friends

It is a good thing to be a hardworking person. However, do not forget that as a human being, you need the support of the people around you. Make sure that you take some time to spend a leisurely activity with your friends and family. This will alleviate any worries you have in mind. At the same time, this will help you develop a more positive outlook as you go back to your tasks.

Stress can eventually kill but it doesn't have to. It is important that you take things into your own hands. Protect your body and health by doing the steps that will help you to manage stress properly.