

## 10 Tips for dealing with stress

- 1.** Take care of yourself:
  - a. Exercise: daily half an hour of walking (e.g. lunch break) and 3 times a week half an hour of moderately intense sport
  - b. Healthy eating: lots of vegetables and fruit, moderate coffee, little/no sugar or alcohol, dark chocolate is allowed
  - c. Healthy sleep: 7-9 hours per night, no iPad or iPhone before bed.
- 2.** Make choices, dare to say "no", plan your work well, delegate where possible
- 3.** You do not always have to give 100%, 70% is often more than enough, just try it
- 4.** Take enough breaks (both micro and longer breaks)
- 5.** Know and recognise the signals: tired, irritable, listless, your head is full, sick more often, sleeping badly, worrying
- 6.** In case of acute stress, take a distance and consciously do a breathing exercise (3 minutes, 4 seconds breathing in, 5 seconds breathing out)
- 7.** Avoid multi-tasking and many task changes, focus on 1 task and turn off your phone regularly, finish your task before you start something else.
- 8.** Attention training and mindfulness gives peace and improves the quality of your thinking
- 9.** Take time to reflect on your own (perceived) threats / stressors and resolve or let them go
- 10.** Share your worries and emotions, dare to ask for help, seek support from colleagues or in your social environment