Don’t Worry, Be Happy

TIPS TO HELP REDUCE WORRY:

- **Learn to relax.** Using brief relaxation techniques during the day such as progressive muscle relaxation and breathing. These techniques take practice, but can provide a state of calmness and help you take your mind off your worries.

- **Exercise reduces anxiety.** Exercise has a “tranquilizer effect” and can produce long-lasting relaxation.

- **Move from worry to action.** Anxiety can be a signal to take action. Worrying can be helpful when it prepares you for the inevitable or prompts you to take useful action.

- **Check the facts.** Worries have a way of becoming exaggerated. Most of the awful things we imagine never come to pass. So before you spend a day worrying, check the facts to see if it’s even worth thinking about!

- **Deal with uncertainty.** Sometimes the only way to reduce uncertainty is to make a decision. Once you decide, you at least know what to do. But while you are uncertain, you are under constant stress with no obvious course of action.

- **Distract yourself.** Whenever your mind endlessly repeats negative thoughts, practice diverting your attention to something else. Some people imagine a large stop sign. Others snap a rubber band they wear around their wrist. Do anything that takes your mind off the worry.

- **Schedule worry time.** Set aside 20-30 minutes during each day as your “worry time”. Jot down little things along with big ones that are bothering you. Be as specific as possible. Once you have a list, see if you can problem solve. If not, carry the problem over to tomorrow’s “worry time”. It will eventually get solved, or be dissolved!

- **Get help.** If feelings of anxiety or fear are so strong that they interfere with work, pleasure or relationships, it may be time to call the EAP.