

5 Ways to Keep Your Stress to a Minimum

1

Be Self-Aware of How Stress Affects You

Take note if you find yourself emotionally exhausted by the end of the day.

Long-term exposure to unmanaged stress can take a toll on your body and mental health and cause work-related burnout and depression, and anxiety.

**2**

Write Down Your Stressors

Identifying and recording stressful situations can help you understand what's bothering you. Some of these can be subtle sources of tension.

**3**

Take Time to Recharge

Taking even a few minutes of personal time during a busy day can help prevent burnout.

**4**

Improve Your Time Management Skills

Sometimes, feeling overwhelmed by work comes down to how you organize your workload. Try setting up a priority list at the beginning of your work week by preparing tasks and ranking them according to importance.

**5**

Balance Your Work and Personal Life

Being available around the clock will easily burn you out. It's important to create clear boundaries between your work and home life to help you avoid potential stress.

