



Tool #10 - Part B

How to Thrive in a Stressful Workplace

Part B Includes:

Top 7 Key Points

2 Week Progress Report

Final Progress Report

(Part B is a Review and Follow Up from Part A)

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Employee Success Toolkit
Tool #10 - Part B
How to Thrive in a Stressful Workplace

In part A you learned many ways to thrive in a stressful workplace. Part B will help you review and record your progress.

Top 7 Keys to Thrive in a Stressful Workplace

There are so many things that can make you feel stressed at work. Among them are multiple deadlines, difficult people, making mistakes and having to redo work, the list is endless. You can thrive in a stressful workplace when you realize that you are in control of your perception – the way you see things.

1. Stress is caused by fear that you will be in some type of danger. This fear may be realistic, or it may not be. So, the first thing you need to do to change your perception is to increase your awareness of your own fears. Ask yourself, “*What is fearful or dangerous about ... (your situation).*”
2. Accept the fact that the only thing you can change is your attitude, your behavior and your perception – the most powerful thing you can do to lower your stress is to change your perception, in other words, look at the situation from many different angles.
3. Keep a Stress Buster journal to help monitor your progress. Write your stressors and how you dealt with them.
4. Look for humor in the situation. Humor immediately lowers stress.
5. Listen to music that has a calming effect on you. Or, think of a song that makes you feel good, and sing it.
6. Start your day with a positive frame of mind. Listen to motivational CD’s every morning. Several times during the day read from inspirational books, poems, and quotes.
7. Spend time with nature. Take a walk in the park. Look at the trees swaying in the breeze. Nature has its own way of putting things into perspective.

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Tool #10 - Two Week Progress Report *How to Thrive in a Stressful Workplace*

Name _____ Date _____

Look at the goals that you set in part A of this lesson.
What have you done so far to reach your 3 main goals?

1. _____

2. _____

3. _____

What will you do in the next 2 weeks toward reaching your goals?

1. _____

2. _____

3. _____

Make a copy of this to give to your supervisor, and keep one for yourself.
Post your goals in your workplace where you can easily see them.

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Tool #10 - Final Progress Report *How to Thrive in a Stressful Workplace*

Name _____ Date _____

What progress have you made towards achieving your 3 main goals?

1. _____

2. _____

3. _____

How have your improved skills made a difference at work?

1. _____

2. _____

3. _____

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Additional Resources

All are available on The Confidence Center Web at
www.ConfidenceCenter.com

Free Resources

Email Newsletter:

Employee Morale and Confidence Tips

It has creative ideas you can use every week to keep up morale.

Sign up for Free at www.ConfidenceCenter.com

Assessments:

Are you happy at work? Take the [Employee Morale Assessment](#)

How confident are you? Take the [Confidence Quiz](#)

Articles and Past Newsletters

Calendar of Special Days:

Special days you can celebrate for every month of the year.

Fun Zone:

Jokes, cartoons, and more - when you just need a break.

Coaching:

Telephone coaching by our certified professional coach. To get one *free* coaching session.

Details at <http://www.confidencecenter.com/serv06.htm>

Low Cost Resources

Products:

Books, eBooks, videos, and other products to make you more successful at work.

Seminars:

We offer in-house seminars, customized for your company or organization.

Tele-seminars:

Telephone seminars on employee morale and employee performance. These will be announced in our newsletter and on our web.