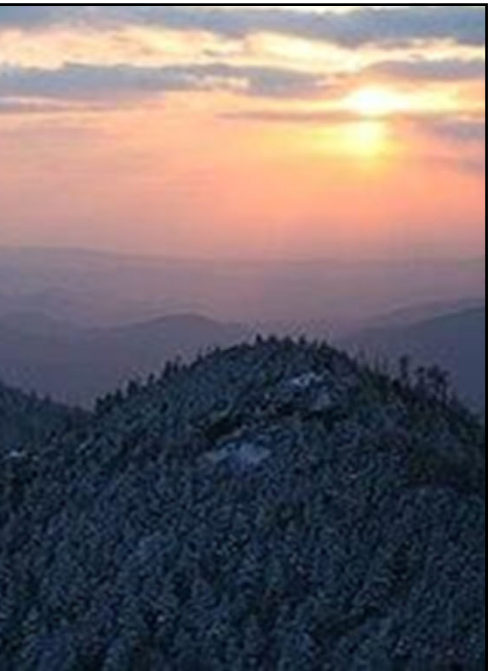


Dial Back Your Stress

Florida Association of City Clerks

1



Introduction



This Photo by Unknown Author is Escaped

2

Learning Goals

- Understand what workplace stress does to the body and mind.
- Identify their personal stress triggers and warning signs.
- Learn practical techniques that can be used during a workday.
- Practice breathing, grounding, movement, and mental reset exercises.
- Develop a personal plan to reduce stress.

You may not be able to control everything that happens at work, but you can learn to control how you respond.

3

How High Your Stress Level

Stress Thermometer

1 — Calm and energized

3 — Doing okay

5 — Feeling stretched

7 — Overloaded

10 — I am completely maxed out

Identify the location

Work

Home

Other

Continuous or Sporadic

4

Our Physical Response To Stress

- Fight
 - Flight
 - Freeze
 - Fawn
- Possible effects:
 - Faster heartbeat
 - Muscle tension
 - Shallow breathing
 - Headaches
 - Fatigue
 - Digestive changes
 - Difficulty concentrating
 - Irritability
 - Poor sleep
 - Feeling emotionally overwhelmed

5

Stress Reduction Exercises/Techniques

1. 4/6 Breathing x 5
2. Grounding
 - 5 things you can see
 - 4 things you can touch
 - 3 things you can hear
 - 2 things you can smell
 - 1 thing you can taste
3. STOP
4. Movement
5. Take a Mind Vacation – Find a Calm Place

Stop
Take a Breath
Observe
Proceed

6

Identification of Triggers

Categories



- **People**
- **Pressure**
- **Environment**
- **Personal**
- Difficult coworkers
- Deadlines
- Noise
- Lack of sleep
- Supervisors
- Workload
- Temperature
- Family concerns
- Customers
- Staffing
- Interruptions
- Finances
- Conflict
- Multiple responsibilities
- Technology
- Perfectionism
- Lack of privacy
- Difficulty saying no
- Overcommit

7



Let's Move!

Our Body Needs A Break

- **2-Minute Workplace Reset**
 - 30 seconds:** Shoulder rolls
 - 20 seconds:** Neck stretch
 - 20 seconds:** Wrist/hand stretches
 - 20 seconds:** Stand and sit
 - 20 seconds:** Gentle side stretch
 - 10 seconds:** Deep breath

Set a Goal

8



9

Healthy Workplace Habits

Continue

- Arriving on time
- Taking lunch
- Walking
- Drinking water
- Talking with supportive coworkers
- Leave on time

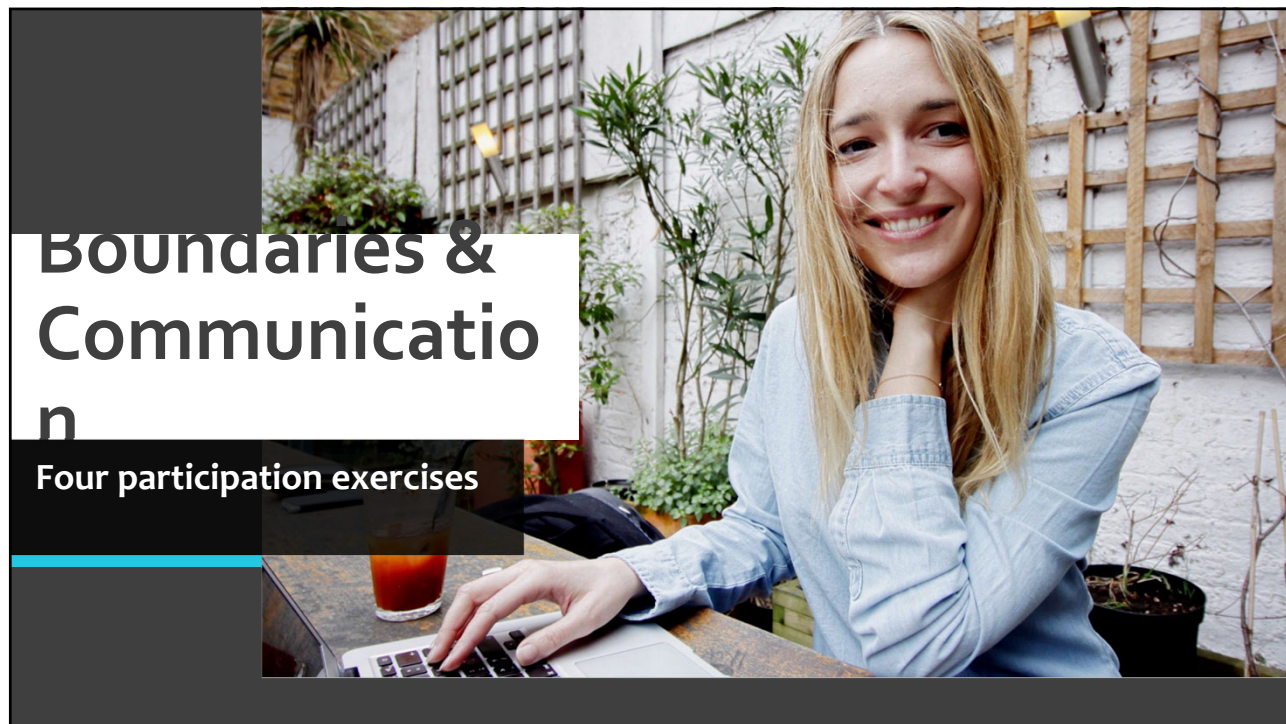
Begin

- Taking short breaks
- Preparing tomorrow's priorities before leaving
- Going outside
- Saying no when appropriate

Stop

- Checking email constantly
- Skipping lunch
- Taking every problem personally
- Saying yes to everything
- Working through every break

10



Boundaries & Communication

Four participation exercises

11

Priorities Management

STOP. BREATHE. RELEASE. RESET.

STOP — Pause.

BREATHE — Slow your breathing.

RELEASE — Drop your shoulders, unclench your jaw and hands.

RESET — Ask:

“Do the next right thing for the next right reason!”



12

Control and Conquer

- My largest stress trigger:
- My early warning sign:
- One thing I will STOP:
- One thing I will START:
- My go-to stress tool:
- One healthy boundary I will practice:
- My reminder to myself:

13



14