# Break Bad Habits that Contribute to Workplace Stress

Many of us make job stress worse with negative thoughts and behavior. If you can turn these self-defeating habits around, you'll find work-imposed stress easier to handle.

**Resist perfectionism.** When you set unrealistic goals for yourself, you're setting yourself up to fall short. Aim to do your best; no one can ask for more than that.

**Flip your negative thinking.** If you focus on the downside of every situation and interaction, you'll find yourself drained of energy and motivation. Try to think positively about your work, avoid negative co-workers, and pat yourself on the back about small accomplishments, even if no one else does.

**Don't try to control the uncontrollable.** Many things at work are beyond our control, particularly the behavior of other people. Rather than stressing out over them, focus on the things you can control, such as the way you choose to react to problems.

**Look for humor in the situation.** When used appropriately, humor is a great way to relieve stress in the workplace. When you or those around you start taking work too seriously, find a way to lighten the mood by sharing a joke or funny story.

**Clean up your act.** If your desk or workspace is a mess, file and throw away the clutter; just knowing where everything is can save time and cut stress.

# Be Proactive About your Job and your Workplace Duties

When we feel uncertain, helpless, or out of control, our stress levels are the highest. Here are some things you can do to regain a sense of control over your job and career.

**Talk to your supervisor about workplace stressors.** Healthy and happy employees are more productive.  Rather than rattling off a list of complaints, let your supervisor know about specific conditions that are impacting your work performance.