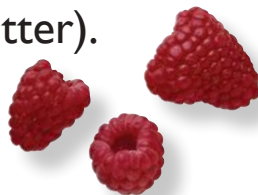


Don't leave home without a healthful **breakfast** — just juice and coffee won't suffice.

Pack energizing **snacks** (yogurt, cheese, popcorn, fruits, vegetables, peanut butter).



2

HEALTHY

TOP TEN



Focus on **solving problems** rather than getting mired in negativity and complaints.

3

Identify **stress triggers**, and know how to counteract before getting upset or angry.



## Ease Workplace Stress

4

Limit **caffeine**, which can make you edgy and nervous (drink water throughout the day instead).

5

Close your eyes, **breathe** deeply and imagine a scene that makes you feel good.

6

Accept that **changes** in the workplace are normal, not threatening.

7

Take a **break** from your work area when it is permitted.

8

Ease **tension** with 30 minutes of daily exercise and light stretching.

9



Clear your **work area** each day, and plan for the next day.

10