

Signals of Stress in the Office

- Procrastination
- Redrawing boundaries to shift or avoid responsibilities
- Blocking out new information
- Expressing negative or cynical attitudes about customers/clients
- Being overly precise; intellectualizing
- Stealing or using other means of “ripping off” the organization
- Obviously wasting time; being “unavailable” much of the time
- Being late for work; frequently being absent
- Tearfulness
- Increased alcohol use; increased cigarette smoking
- Personality change (e.g. more quiet and withdrawn, less sociable, more irritable and aggressive)

Get Help Managing Your Stress

If you are experiencing personal or work related problems as a result of stress, such as:

- Difficulty sleeping
- Family problems
- Weight gain or weight loss
- Difficulty concentrating
- Decreased energy

or other symptoms, call your Employee Assistance Program (EAP) for help at 703-692-8917. The EAP is a free and confidential service available to civilian employees.



Pentagon Employee Referral Service (PERS)

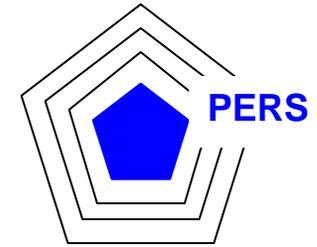
Your Employee Assistance Program (EAP)

We are located inside the DiLorenzo TRICare Health Clinic. The clinic is inside the Pentagon, on the first floor, at the end of the eighth corridor. The clinic is accessible from Stairway #84.

Phone: 703-692-8917

Website:

<http://www.narmc.amedd.army.mil/dilorenzo/EAP.htm>



Outsmarting Work Stress



Pentagon Employee Referral Service (PERS)

your Employee Assistance Program (EAP)

Tel: 703-692-8917

Symptoms of Stress

Appetite / Weight change
Headaches / Muscle aches
Fatigue / Insomnia
Digestive upsets
Restlessness
Isolation
Irritability / Lashing out
Lowered sex drive
Forgetfulness
Poor concentration
Low productivity
Negative attitude
Confusion
Emptiness
Loss of meaning
Loss of direction
Apathy
Anxiety / Worry
Frustration
Nightmares
Crying spells
Depression

Tips for dealing with work stress

1. Exercise. Stretch your arms above your head. Take a stroll. Exercise can refresh your mind and relax your body.
2. Breathe deeply. Take a few calming breaths in through your nose and exhale through your mouth. Breathing becomes very shallow and quick when a person is under stress. Taking a few deep breaths relaxes your body and clears your mind.
3. Have some fun. Take a minute to laugh with a co-worker, read the comics, do a short task you really enjoy. It will energize you so you can get back to work in a better frame of mind.



4. Take care of yourself. Get enough sleep, food, and exercise. Avoid alcohol, drugs, and cigarettes. You'll be better able to handle troubles that arise.
5. Avoid excessive caffeine and sugar. Research indicates that caffeine and sugar may actually increase your anxiety.
6. Get support. Family, friends or coworkers can all be great sources of support. The stronger your connections with others, the easier it may be to problem solve.
7. Manage your time. When you're feeling overwhelmed, break the work down into stacks according to importance. Whatever is most important can then be broken down into daily goals.
8. Leave work at the office. Give yourself a real break. Thinking about unfinished work will interfere with your enjoyment of your off hours, leaving you tense and anxious upon your return to work.