



## 8 Ways to Reduce Office Stress

A certain amount of stress in the work place can be good; it motivates and encourages creative solutions, but too much stress can hurt us both physically and mentally. In the medical practice, employees have the added responsibility of taking care of people's health where mistakes can be costly and stress can increase. There *are* things you can do to make work less stressful:

1. **Be on time**, even early, for work. Having just a few extra minutes to calmly prepare for the day helps you focus on the tasks ahead.
2. **Prepare a pleasant work space**. A personalized work area with family photos, plants and a tidy desk will keep you relaxed. Don't forget about proper lighting, temperature and noise control to keep you comfortable.
3. **Plan your time**. Time management is a cornerstone of reducing stress. Don't overload your day with meetings and appointments – allow for unexpected interruptions, as well as a little down time.
4. **Prioritize your day**. Determine what needs to be done and in what order, then follow through. Remember to [delegate](#), not only will it reduce your workload and stress, but it is a successful management technique everyone should master.
5. **Breathe**. When things do get hectic, take a moment to relax and breathe deeply. The extra oxygen to your brain and muscles will decrease physical tension and anxiety.
6. **Eat Healthy**. Healthy eating increases energy, boosts productivity and reduces stress. Plan a healthy lunch by either packing one from home or choosing healthy options when you go out. Avoid fast food; it just makes you sluggish. Keep healthy [snacks](#) like fruit and nuts in your desk, and remember to stay hydrated with a cup or water bottle you can refill throughout the day.
7. **Smile more** and present a positive attitude - it simply makes you and those around you feel better.

8. **Get Enough Sleep.** When you're tired, neither your body nor brain can perform at its best. Being well rested increases concentration and productivity.