



March 2016

Issue No. 99

IN SIGHT for Oregon Lawyers and Judges

IMPROVING THE QUALITY OF YOUR PERSONAL AND PROFESSIONAL LIFE

CONTROL-YOUR-STRESS CHECKLIST

Many situations can cause your stress response to kick in ... if you let it. The key is to recognize what leads you to feel stressed and when, and then develop ways to prevent or handle it.

Are you often late? Look at your time management. Make it a habit to plan your day, task by task (in advance), and give yourself enough time for your to-dos. Overestimate the time each task will take. Insert spaces into your schedule to avoid back-to-back meetings.

Are you overextended? If you're juggling too much, determine what's truly essential and important and what you can put on hold or eliminate.

Are you easily angered or irritated by anyone or anything? Pause to ask yourself if you're making something into a bigger issue than it is, leaping to conclusions, or letting your emotions impact your reasoning.

Are you feeling pessimistic in general? Stop and remember all the things you have to be grateful for, and practice not comparing yourself to others.

Are you burned out? Consider self-nurturing activities to recharge and/or find help so you don't have to do tasks alone.

Reprinted from Hope Health Letter, Vol. 35, No. 3, March 2015, published by the Hope Heart Institute, Seattle, WA, www.hopehealth.com.

Control-Your-Stress Resources

The OAAP has many articles on topics of controlling your stress. Go to www.oaap.org and select *In Sight*.

● **Time Management:**

"Simple Time Management Tool," *In Sight*, June 2011

"Organizing Your Life Your Way," *In Sight*, December 2011

● **Work-Life Balance:**

"How to Say 'No,'" *In Sight*, September 2011

"Lessons from Lawyers: Achieving Work-Life Balance," *In Sight*, March 2013

● **Managing Your Anger:**

"Managing Your Anger," *In Sight*, December 2006

"Controlling My Storm," *In Sight*, March 2004

● **Happiness:**

"Humor Your Way to Happiness, Health, and Success," *In Sight*, July 2007

"Leg-Up on Happiness," *In Sight*, March 2012

"Ten Happy Tips for Lawyers," *In Sight*, January 2011

● **Burnout and Resilience:**

"Bouncing Back – A Short Guide to Resilience," *In Sight*, April 2014

"Building Stress Hardiness," *In Sight*, March 2011

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