

## Stress Management During Times of Transitions



When stress on the job interferes with your ability to work, care for yourself or manage your personal life, it is time to take action.

- **Communication is essential.** Rumors have a tendency to surface during times of organizational transition. It is important to not believe everything you hear, and be sure you make efforts to get the facts. If you have questions about information you are hearing, reach out to your manager or a representative from HR for clarification.
- **Maintain a positive attitude.** Remember you may not be able to control the situation, but you can control your reactions to it. To maintain a positive attitude, you may need to adjust your expectations and limit your exposure to negative people.
- **Stay focused.** Keep doing your job. Your energy is better spent focusing on your job duties, than focusing your mental energy on the unknown/situation beyond your control.
- **Maintain a sense of humor.** It helps you keep things in perspective and aids in maintaining a positive attitude. Laughter has been proven to elevate mood through the increased release of endorphins or “feel good” hormones into the body. Laugh often!
- **Practice healthy stress management techniques.** Getting sufficient rest, eating a balanced diet and exercising go a long way to managing thoughts and emotions associated with stressful situations. Remember to avoid the use of caffeine, nicotine and alcohol as coping strategies.

While these tips apply to a work environment, do not forget the value of your personal connections and social outlets. Together they will add balance and foster resilience during a difficult, stressful period.



### Your Employee Assistance Program

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