

# STRESS MANAGEMENT AND MOTIVATION

Presentation at Academic Division staff workshop  
“Developing and Sustaining World Class Academic  
Programmes”

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# STRESS DEFINED

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“Body’s inappropriate response to change”

“Consequence of failure of the body to respond appropriately to emotional or physical threat”



# WORK STRESS DEFINED

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“The harmful physical and emotional responses that occur when job requirements do not match the workers capabilities, resources and needs” (Institute of occupational Safety and Health, 1999)



# CAUSES OF STRESS

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1. Financial problems
2. Workplace conditions
3. Personal relationships
4. Health problems
5. Environmental issues



# WORKPLACE STRESS – MAJOR PROBLEM

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- Stress cost US industry USD 300 billion per year through
  - ✓ Sickness
  - ✓ Absence
  - ✓ Low Productivity
  - ✓ Recruitment and retention problems





# CAUSES OF WORKPLACE STRESS

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- ✓ Work load – overload/underload
- ✓ Lack of control: Top – bottom emphasis
- ✓ Appropriateness/suitability of work
- ✓ Work environment
- ✓ Management style –authoritarian vs confused
- ✓ Rivalry/competition – bullying and violence
- ✓ Trauma



# SIGNS OF STRESS - I

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1. Mood swings, easily irritated/upset
2. Poor concentration and judgement
3. Sleep disorders
4. Negative attitude and apathy
5. Avoiding people and responsibility
6. Focusing on negative thoughts

## SIGNS OF STRESS - II

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7. Headaches and vague body aches
8. Fatigue and lack of drive
9. Poor appetite, nausea, indigestion ..
10. Palpitations, irregular breathing
11. Poor sex drive
12. High blood pressure



# SIGNS OF STRESS IN A GROUP

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- Disputes and disaffection
- Increased staff turnover
- Increase in complaints and grievances
- Increased sickness absence
- Difficulty in attracting new staff
- Poor performance
- Customer dissatisfaction or complaints

# CONSEQUENCES OF STRESS

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1. Cardiovascular disease
2. GIT disorders
3. Sexual dysfunction
4. Respiratory problems
5. Skin disorders
6. Family break-up, accidents
7. Social disharmony
8. Mental disorders



# FOUNDATIONS OF STRESS MANAGEMENT

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Taking charge of your:

- ✓ Thoughts
- ✓ Emotions
- ✓ Your schedule
- ✓ Environment
- ✓ The way you deal with problems

# ULTIMATE GOAL IN STRESS MANAGEMENT

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- ✓ A balanced life with time for
  - Work
  - Relationship
  - Relaxation and fun
- “Resilience to hold up under pressure and meet challenges head on”



# STARTING STRESS MANAGEMENT

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1. Identify the sources of stress by examining:
  - ✓ Habits
  - ✓ Attitudes
  - ✓ Excuses
  - ✓ Schedules
  - ✓ Responses
2. Accept personal responsibility

# START A STRESS JOURNAL

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Record:

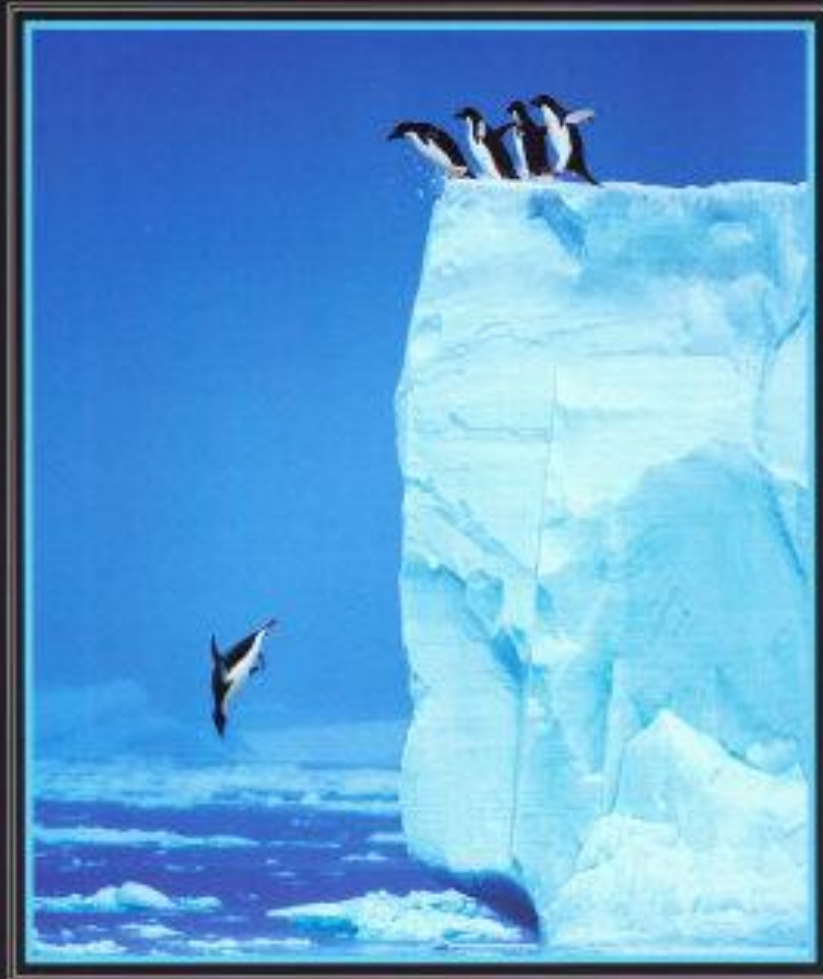
- ✓ What caused your stress
- ✓ How you felt – physically and emotionally
- ✓ How you acted in response
- ✓ What you did to make yourself feel better

# STRESS MANAGEMENT STRATEGY #1

## Avoid unnecessary stress

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- Learn how to say “no” – stick within your limits
- Avoid people who stress you out
- Take control of your environment
- Avoid hot – button topics
- Prioritize your to-do-list



# COURAGE

*Courage is resistance to fear, mastery of fear - not absence of fear.*

-Mark Twain

# STRESS MANAGEMENT STRATEGY #3:

## Adapt the stressor

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- Change your expectations and attitudes
- Take a positive perspective of problems
- Look at the big picture – focus on issues
- Adjust your standard
- Focus on the positives



# STRESS MANAGEMENT STRATEGY #2:

## Alter the situation

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- Express your feelings instead of bottling them up
- Be willing to compromise
- Be more assertive
- Manage your time better

# STRESS MANAGEMENT

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# STRESS MANAGEMENT STRATEGY #4:

## Accept things you cannot change

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- Don't try to control the uncontrollable
- See challenges as opportunity to learn and grow
- Share your feelings
- Learn to forgive and move on



# CHALLENGE

Building a successful business requires a challenge.

# STRESS MANAGEMENT STRATEGY #5:

## Make time for fun and relaxation

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“Nurturing yourself is a necessity, not a luxury”

- Schedule relaxation time daily
- Connect with positive people
- Do something you enjoy every day
- Keep a high sense of humor



# STRESS MANAGEMENT STRATEGY #6:

## Adopt a healthy lifestyle

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- Exercise regularly
- Eat healthy diet
- Reduce caffeine and sugar
- Avoid alcohol, cigarettes and drugs
- Get enough sleep









# STRESS MANAGEMENT STRATEGY #7:

## Be motivated: I

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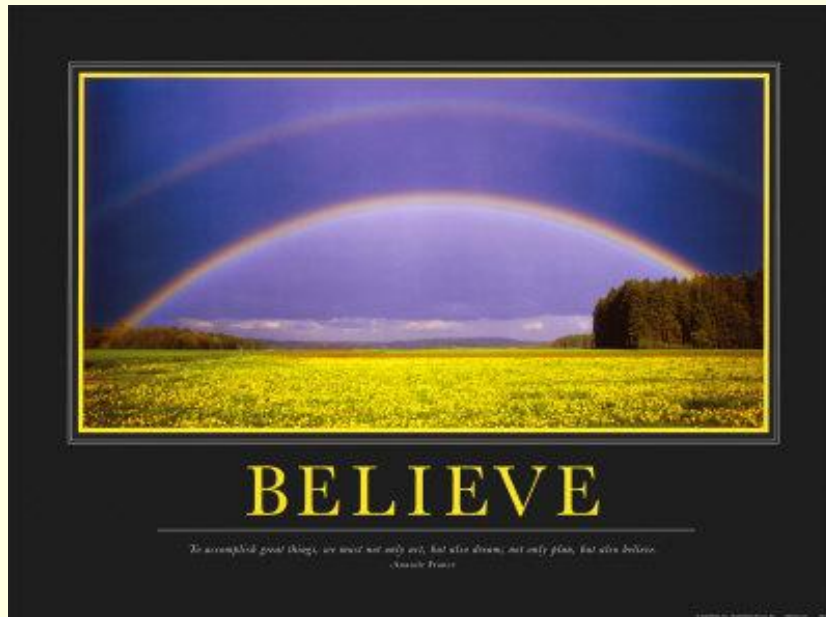
- Set realistic goals



# STRESS MANAGEMENT STRATEGY #7:

## Be motivated: II

Believe in yourself



# STRESS MANAGEMENT STRATEGY #7:

## Be motivated: III

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- Have a positive attitude
- Keep it simple
- Keep good company
- Stop procrastinating

“People who are unable to motivate themselves must be content with mediocrity, no matter how impressive their other talents”

Andrew Carnegie



TEAMWORK  
THE POWER OF TOGETHER

# HOW TO MOTIVATE YOURSELF

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- Track your progress
- Congratulate yourself
- Count your blessings
- Take one thing at a time



ACHIEVEMENT

www.achievement.com



# HAVE A GUIDED AMBITION

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- Have cause
- Have a dream. A big dream
- Run your own race
- Take one step
- Let go of the past

“Finish each day and be done with it. You have done what you could”

Ralph Waldo Emerson



PERSEVERANCE

# KEEP RIGHT ATTITUDE

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- Take problems positively: Think solutions
- Do it now: past is gone, future is yet to come.
- Have faith and optimism
- Be enthusiastic
- Motivate others

“Nothing can stop the man with right mental attitude from achieving his goal; nothing on earth can keep the man with the wrong mental attitude”

Thomas Jefferson



# PERSISTENCE

THE POWER OF THE FIBER OF COTTON & OTHER NATURAL FIBERS

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**“Knowing is not enough; we must apply.  
Willing is not enough; we must do”**

**JW Von Goethe**

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This was worth doing.

Thank you