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# STRESS MANAGEMENT

(As Per the New Syllabus 2018-19 of Mumbai University for  
T.Y.BMS, Semester V)



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For

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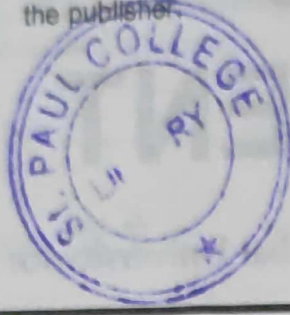
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# PREFACE

I am glad to present the book name "*Stress Management*". This book is based on the new syllabus for Semester V- TYBMS, Mumbai University.

The main objective of this book is to understand the nature and causes of stress. This book will help to understand the various strategies that will prevent from Stress.

I have tried my best to cover the topics in sufficient depth and in simplest manner by using effective strategies, plans and techniques to deal with stress.

Special thanks to my parents and my brother.

I shall always remain obliged for any improvement suggestions.

A big thanks to Mr Shrivastav, Ms Archana, Ms Lalita, Mr Satish Prabhu and all staff of Himalaya Publishing House Pvt. Ltd. for bringing this book on time.

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# SYLLABUS

## Modules at a Glance

Sr. No.	Modules	No. of Lectures
1	Understanding Stress	15
2	Managing Stress – I	15
3	Managing Stress – II	15
4	Stress Management Leading to Success	15
		60

### Objectives

1. To understand the nature and causes of stress in organizations
2. To familiarize the learners with the stress prevention mechanism
3. To understand the strategies that help cope with stress
4. To be able to apply stress management principles in order to achieve high levels of performance
5. To enable to learners to adopt effective strategies, plans and techniques to deal with stress

Sr. No.	Modules/Units
1	<p><b>Understanding Stress</b></p> <p>Stress – concept, features, types of stress</p> <p>Relation between Stressors and Stress</p> <p>Potential Sources of Stress – Environmental, Organizational and Individual</p> <p>Consequences of Stress – Physiological, Psychological and Behavioural Symptoms</p> <p>Stress at work place – Meaning, Reasons</p> <p>Impact of Stress on Performance</p> <p>Work Stress Model</p> <p>Burnout – Concept</p> <p>Stress v/s Burnout</p>
2	<p><b>Managing Stress – I</b></p> <p>Pre-requisites of Stress-free Life</p> <p>Anxiety - Meaning, Mechanisms to cope up with anxiety</p> <p>Relaxation - Concept and Techniques</p> <p>Time Management - Meaning, Importance of Time Management</p> <p>Approaches to Time Management</p> <p>Stress Management - Concept, Benefits</p> <p>Managing Stress at Individual level</p>

	<p>Role of Organization in Managing Stress/ Stress Management Techniques</p> <p>Approaches to Manage Stress - Action oriented, Emotion oriented, Acceptance oriented.</p>
3	<p><b>Managing Stress – II</b></p> <p>Models of Stress Management - Transactional Model, Health Realization/ Innate Health Model</p> <p>General Adaption Syndrome (GAS) - Concept, Stages</p> <p>Measurement of Stress Reaction - The Physiological Response, The Cognitive Response, The Behavioural Response.</p> <p>Stress prevention mechanism - Stress management through mind control and purification theory and practice of yoga education.</p> <p>Stress management interventions: primary, secondary, tertiary.</p> <p>Meditation – Meaning, Importance</p>
4	<p><b>Stress Management Leading to Success</b></p> <p>Eustress – Concept, Factors affecting Eustress</p> <p>Stress Management Therapy - Concept, Benefits</p> <p>Stress Counselling - Concept</p> <p>Value education for stress management</p> <p>Stress and New Technology</p> <p>Stress Audit Process</p> <p>Assessment of Stress - Tools and Methods</p> <p>Future of Stress Management</p>

# QUESTION PAPER PATTERN

Maximum Marks: 75

Questions to be Set: 05

Duration: 2 ½ Hours

All Questions are Compulsory Carrying 15 Marks each.

Question No.	Particulars	Marks
Q-1	Objective Questions (A) Sub-questions to be asked (10) and to be answered (any 08) (B) Sub-questions to be asked (10) and to be answered (any 07) (*Multiple Choice/True or False/Match the Columns/Fill in the Blanks)	15
Q-2	Full Length Question OR	15
Q-2	Full Length Question	15
Q-3	Full Length Question OR	15
Q-3	Full Length Question	15
Q-4	Full Length Question OR	15
Q-4	Full Length Question	15
Q-5	(A) Theory Questions	08
	(B) Theory Questions	07
	OR	
Q-5	Short Notes To be Asked (05) To be Answered (03)	15

**Note:** Theory question of 15 Marks may be divided into two sub-questions of 7/8 and 10/5 Marks.

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3	Managing Stress – II	39 – 72
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## Chapter 1

# UNDERSTANDING STRESS

## STRESS

Stress is a position of mental or emotional tension or strain resulting from adverse or demanding circumstances. In other words, it is a physiological disturbance which causes damage to organism b adverse circumstances.



Courtesy to [hourstimetracking.com](http://hourstimetracking.com)

## CONCEPT OF STRESS

### Background

The word stress was copied from the field of physics by one of the fathers of stress research Hans Selye. In physics, stress means the force that produces strain on a physical body.



Hans Selye originated using the word stress after completing his medical training at the University of Montreal in the 1920s. He observed that no matter what his hospitalised patients suffered from, they all had one thing in common as they all had fever. In his view, they all were under physical stress.



Hans Selye

He recommended that stress was a non-specific strain on the body caused by irregularities in normal body functions. This stress resulted in the release of stress hormones. He called this the "General Adaptation Syndrome" (a closer look at general adaptation syndrome, our body's short-term and long-term reactions to stress).

In short, stress is the body's reaction to harmful situations – whether they're real or perceived. When you feel helpless, a chemical reaction occurs in your body that allows you to act in a way to prevent injury. This reaction is known to be as "fight or flight," or the stress response. During stress response, your heart rate increases, breathing quickens, muscles tighten, and blood pressure rises. Stress can also benefit you to rise to meet challenges.

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## FEATURES OF STRESS

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Stress can affect all aspects of your life, including your emotions, behaviours, thinking ability, and physical health. No part of the body is immune. But, because people handle stress differently, symptoms of stress can vary. Some of the features of stress are mentioned as follows:

- Mental health problems, such as depression, anxiety, and personality disorders
- Cardiovascular disease, including heart disease, high blood pressure, abnormal heart rhythms, heart attacks, and stroke
- Obesity and other eating disorders
- Menstrual problems
- Sexual dysfunction, such as impotence and premature ejaculation in men and loss of sexual desire in both men and women

- Skin and hair problems, such as acne, psoriasis, and eczema, and permanent hair loss
- Gastrointestinal problems, such as GERD, gastritis, ulcerative colitis, and irritable colon

## Examples

1. **Academics** – by far the biggest stressor for college students: the pressure of not failing.
2. **Dating** – relationship problems may add to the pressure/stress of academics.
3. **Environment** – certain environments can bring about stress such as discussing/viewing heated topics, slow moving traffic, trying to find a parking spot, etc.
4. **Extracurricular** – some students may feel pressured to make extracurricular activities a part of their daily routine to the point where every hour of the day is accounted for.
5. **Peers** – Peer pressure is a major stressor, especially pressure that is negatively influenced.
6. **Time Management** – one of the biggest stressors is not knowing how to plan and execute daily activities such as class, work, study time, extracurricular activities, and time alone.
7. **Money** – some student find themselves thinking more about money than they do anything else. Money is a huge stressor that college students face.

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## TYPES OF STRESS

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There are four types of stress:

### Acute Stress

Acute stress is the greatest common method of stress. It comes from demands and pressures of the current past and estimated demands and pressures of the near future. Acute stress is inspiring and exciting in small doses, but too much is exhausting. Acute stress symptoms are recognised by most people. Going home from the office by waiting to leave on time so that food can be cooked and can be served to the family or going to attend the parents meeting of the child in the school.

Acute stress doesn't have enough time to do the wide damage associated with long-term stress. The most common symptoms are:

- Emotional distress includes three emotions and it is a mixture of anger or irritability, anxiety and depression.
- Muscular problems including tension headache, back pain, jaw pain and the muscular tensions that lead to pulled muscles and tendon and ligament problems.
- Stomach, gut and bowel problems such as heartburn, acid stomach, flatulence, diarrhoea, constipation and irritable bowel syndrome.
- Acute stress can happen to anyone which is curable and manageable.

### Episodic Acute Stress

Episodic acute stress leads to the people who are always in hurry. In reality, they are lazy who love to do the work at the end moment. They make big promises, try to reach the sky, but somewhere the landing gets stuck where there is no way to be either on the earth or in the sky.

It is absolute for the people with acute stress reactions to be over aroused, short-tempered, irritable, anxious and tense. Often, they describe themselves as having "a lot of nervous energy". Always in a hurry, they tend to be sudden, and sometimes their irritability comes across as hostility. Interpersonal relationships decline rapidly when others respond with real hostility. The workplace becomes a very stressful place for them.

There is a "free-floating, but well rationalised form of hostility, and almost always a deep-seated insecurity". Such personality characteristics would seem to create frequent episodes of acute stress for the Type A individual. Friedman and Rosenman found Type A's to be much more likely to develop coronary heart disease than Type B's, who show an opposite pattern of behaviour.

Another form of episodic acute stress comes from ceaseless worry. "Worry warts" see disaster around every corner and pessimistically forecast catastrophe in every situation. The world is a dangerous, unrewarding, punitive place where something awful is always about to happen. These "awfulisers" also tend to be over aroused and tense, but are more anxious and depressed than angry and hostile.

The symptoms of episodic acute stress are the symptoms of extended over arousal:

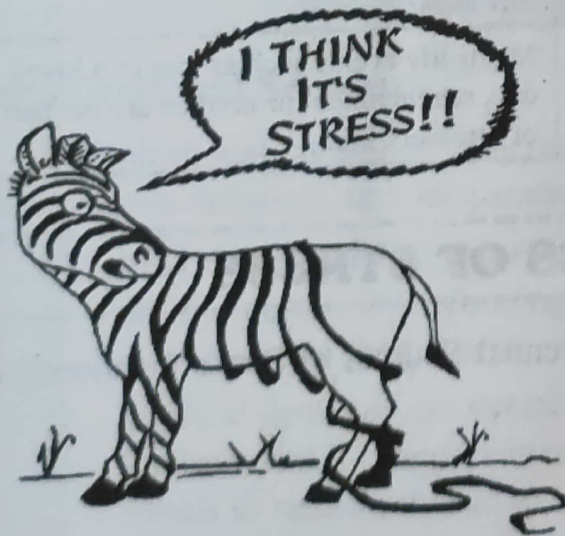
Persistent tension headaches, migraines, hypertension, chest pain and heart disease. Treating episodic acute stress requires intervention on a number of levels, generally requiring professional help, which may take many months.

Often, lifestyle and personality issues are so ingrained and habitual with these individuals that they see nothing wrong with the way they conduct their lives. They blame their woes on other people and external events. Frequently, they see their lifestyle, their patterns of interacting with others, and their ways of perceiving the world as part and parcel of who and what they are.

## Chronic Stress

Chronic stress is not as thrilling and exciting as acute stress. This is the grinding stress that wears people away day after day, year after year. Chronic stress spoils body, minds and lives. It causes chaos through long-term abrasion. This type of stress is found in failure of marriage, job stress, extra marital affairs, etc. It's the stress that the never-ending "troubles" have brought to the people of Northern Ireland, the tensions of the Middle East have brought to the Arab and Jew, and the endless ethnic rivalries that have been brought to the people of Eastern Europe and the former Soviet Union.

Chronic stress comes when a person never sees a way out of a miserable situation. It's the stress of unrelenting demands and pressures for seemingly interminable periods of time. With no hope, the individual gives up searching for solutions.



Some chronic stresses stem from traumatic, early childhood experiences that become internalised and remain forever painful and present. Some experiences profoundly affect personality.

The worst aspect of chronic stress is that people get used to it. They forget it's there. People are immediately aware of acute stress because it is new; they ignore chronic stress because it is old, familiar, and sometimes, almost comfortable.

Chronic stress is harmful and it spoils one through suicide, violence, heart attack, stroke and, perhaps, even cancer. People wear down to a final, fatal breakdown. Because physical and mental resources are exhausted through long-term attrition, the symptoms of chronic stress are difficult to treat and may require extended medical as well as behavioural treatment and stress management.

## RELATION BETWEEN STRESSORS AND STRESS

Stress	Stressor
Stress is a state of mental or emotional strain or tension resulting from adverse or very demanding circumstances	Stressors are the factors such as event, experience, or environmental stimulus that causes stress.
<b>It is an occurrence</b> in response to situations that are perceived as being difficult to handle or threatening.	An event that triggers the stress response may include: environmental stressors (hypo or <b>hyper</b> -thermic temperatures, <b>elevated</b> sound levels, over-illumination, overcrowding).
Acute, Chronic and Episodic are the types of Stress	Eustress and Distress are the types of Stressors.
Stress can be positive or negative, depend on the circumstances.	Major <b>life</b> events such as loss of a loved one, retrenchment or divorce are the part of Stressors life.

## POTENTIAL SOURCES OF STRESS

There are 3 categories of Potential Sources of Stress mentioned as follows:

1. Environmental Stress
2. Organizational Stress
3. Individual Stress

## Environmental Stress



Environmental uncertainty influences stress levels among employees in an organization. Changes in the business cycle create economic uncertainties. Political uncertainties can be stress inducing. Technological uncertainty can cause stress because new innovations can make an employee's skills and experience obsolete in a very short period of time.

Heat, Cold, Noise, Traffic, Pollution are the examples of Environmental Stress.

## Organizational Stress

Stress can be caused by a wide variety of things. Positive stress may result in an increase in energy, enthusiasm, and motivation. Negative stress has more serious consequences. The common causes are organizational stressors and life stressors.



## Organizational Stressors

Organizational stressors may relate to task demands, physical demands, role demands, or inter-personal demands.

1. Task demands are stressors associated with the specific task or job the person is performing. Some occupations are naturally more stressful than others.
2. Physical demands are stressors associated with the job setting. Environmental temperatures, poorly designed offices, and threats to health can lead to stress.
3. Role demands are stressors associated with a particular position in a group or organization. Examples are role

ambiguity and the various role conflicts that people experience in groups.

4. Inter-personal demands are stressors associated with the characteristics of the relationships that confront people in organizations. Examples are group pressure, personality style, and leadership style.

## Individual Stress

Stress can adversely affect an individual. Individual stress has direct consequences for organizations. The performance level declines and withdrawal behaviours such as absenteeism and turnover may occur if there is too much stress. People may exhibit poor attitudes when they are under too much stress. This affects their mental health and well-being as well as their physiological well-being.



## Type A and Type B Personality Profiles

Type A individuals are extremely competitive and very devoted to work. They have a strong sense of timing and urgency. They are likely to be aggressive, impatient, and very work-oriented. It is because of these personality traits that a Type A person is more likely to experience stress than a Type B person.

The Type B individuals tend to be less competitive and less devoted to their work. They have a weaker sense of timing and urgency. The Type B person is less likely to experience stress than the Type A person. Few people are either purely Type A or purely Type B.

## CONSEQUENCES OF STRESS

### Physiological

The Physiological effects of stress are not always obvious to others, but they can be just as serious as the physical symptoms of stress, if they are not addressed. It can affect your relationships, your productivity at work, and even your ability to function normally.

**Physiological** symptoms that can be related to **stress** include illnesses such as strokes, backaches, headaches, ulcers and heart disease. Backaches are the body's reaction to preparing for fight or flight. Headaches are from the constriction of muscles in the neck and head due to **stress**.

### Psychological

Physiological **stress** can include illnesses such as strokes, backaches, headaches, ulcers and heart disease. **Psychological** symptoms, such as burnout, rust-out, psychosomatic issues or depression, are also caustic to work environments. Sometimes, these changes are associated with anxiety, mood swings and feelings of distress. Thus menopause can be a stressor in and of itself. Some of the **physical** changes associated with menopause, especially hot flashes, can be difficult to cope with. Furthermore, emotional distress may cause the **physical** symptoms to be worse.

### Behavioural Symptoms

Behavioural Stress are observed in the form of sudden or unexpected changes in an individual. The earlier you spot stress, the easier it is to rectify the situation.

Some symptoms are observed such as:

1. **Sleeping difficulties:** There are multiple ways where they get irritated due to sleeping difficulties. Break-up, missing ex, Toxic Relationships, overworking end up with sleepless nights. Therefore we find it difficult to sleep with some peace of mind. Nowadays, our generation is phone lovers where 24\*7 they are busy in social apps and selfie which end up with sleep difficulties.



2. **Lack of Punctuality:** Many people get affected by lack of being perfect on time. This not only helps them to come lack but effects to their own performance due to their own behaviour.
3. **Withdrawal:** Sometimes we get tired from the pains what we go through. And if the same pain we see every time, we prefer to withdraw from the situation.
4. **Exhaustion:** Tiredness, overworking gives exhaustion. Just like, a car engine needs some time to cool, the same way our body and mind needs to cool down. If we work continuously, without taking some rest, we can land up with exhaustion.

#### Case Study-

Japanese woman dies from working too much after clocking up 159 hours overtime in a month. A woman in Japan died from overwork after logging 159 hours of overtime in the month leading up to her death, labour inspectors have ruled. Miwa Sado, a political journalist at the country's national broadcaster, suffered heart failure in July 2013, though her employer only made the case public this week. Officials in Tokyo deemed the 31-year-old had died from karoshi – death from overwork – after taking just two days off in the 30 days before she died

5. **Risk-taking behaviour:** There is no Risk, there is no Gain. We often believe this proverb, but we have not realise that we don't give importance to our health. Therefore, Risk taking behaviour also includes Stress.
6. **Unhealthy eating habits:** Eating Frankie's, Pastas, Burgers, Soft Drinks, etc are the unhealthy eating habits. It's ok to consume once a week but on regular route, it causes weight gain and other diseases.

Some other Behavioural symptoms of stress include:

- Changes in appetite -- either not eating or eating too much
- Procrastinating and avoiding responsibilities
- Increased use of alcohol, drugs, or cigarettes
- Exhibiting more nervous behaviours, such as nail biting, fidgeting, and pacing

## STRESS AT WORKPLACE

### Meaning

The workplace is an important source of both demands and pressures causing stress, and structural and social resources to counteract stress. Long hours, tight deadlines, and ever-increasing demands can leave you feeling worried, drained, and overwhelmed. And when stress exceeds your ability to cope, it stops being helpful and starts causing damage to your mind and body—as well as to your job satisfaction.



Pending work, target completion, tensions can cause stress. Job insecurity plays a major role. In Mumbai, there are many offices where there is a large number of politics. It is the politics which plays an important role. A little mistake, you are fired that is the only reason. Besides, there are two other sources of stress, or buffers against stress: relationships at work, and the organisational culture. Managers who are critical, demanding, unsupportive or bullying create stress, whereas a positive social dimension of work and good team work reduces it.

If stress on the job is interfering with your work performance, health, or personal life, it's time to take action. No matter what you do for a living, or how stressful your job is, there are plenty of things you can do to reduce your overall stress levels and regain a sense of control at work.

## Reasons of Stress at Work Place

- Fear of being laid off- Due to heavy competition, it is very difficult to get a job who pays a good salary. However, once you are inside the organisation, the fear comes is the fear of being laid off. Every year, more than 57% of people in Mumbai are being laid off due to employee available in lesser pay and more qualified than the current employees, or being suppressed by the boss, or for some other reasons. Thus the stress amount increases of losing a job or just being laid off.
- More overtime due to staff cutbacks- Sometimes, due to shortage of staff, employees has to work more than their actual hours. Sitting in the front of the Computer for more than 9 hours not only give them the eye stress, but back pain, shoulder pain and tiredness where they cannot focus on their family life. In the end, whatever they earn in the month end, the expenses are more towards the medical bills than the investments.
- Pressure to perform to meet rising expectations but with no increase in job satisfaction- Sometimes to seek a promotion, an individual works 24\*7 which not only decreases the promotion chances but also puts him to medical stress.
- Pressure to work at optimum levels—all the time!-There are hardly few organisations who has less stress load than the actual one. There are organisations who provide gym , indoor and outdoor games facilities, meditation rooms, etc so that the employee should not feel stressed all the time. But when there is the time for appraisal, the pressure is always there to achieve the goal.
- Lack of control over how you do your work- Sometimes excessive work gives you more stress and due to which you feel irritation, suffocation and even isolation no matter you are with your family or friends. Thus planning is needed, exercise is in need as well as proper nutrition is expected to do proper and a productive work.

## IMPACT OF STRESS ON PERFORMANCE

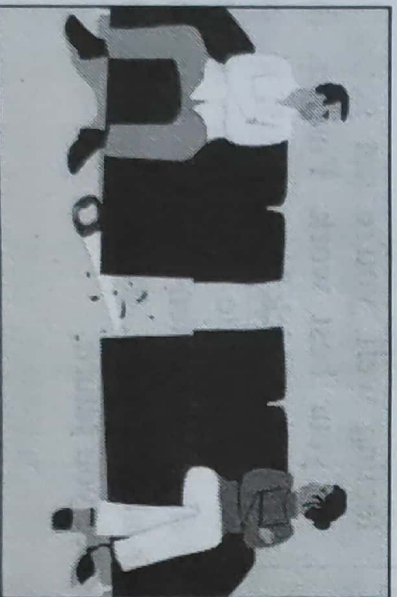


to change the situation or change your attitude towards it.

### Poor Time Management

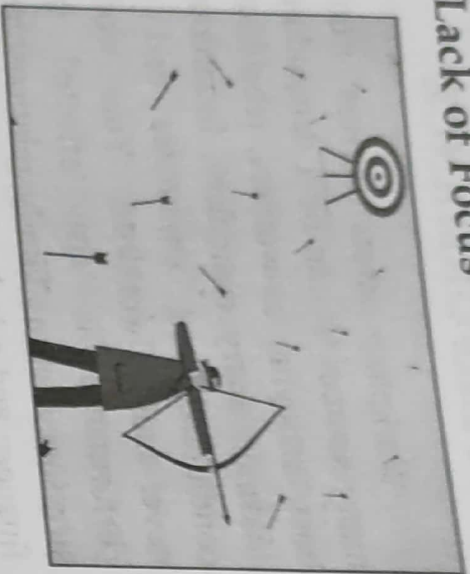
The best part of stress is that it can jump-start your adrenalin and energise you to perform your tasks more quickly in response to impending deadlines. An extra workload, lack of peer support and too many demands at once leads down to frustration and panic that there isn't enough time to complete the work. According to the authors of "Performance Under Pressure: Managing Stress in the Workplace", if these conditions routinely result in overtime or having to take work home, the stress of being unable to manage time efficiently can fuel employees' resentment toward the company as well as negatively influence their commitment and loyalty.

### Strained Relationships



Strained relationships are the one that includes negative symptoms such as nervousness, jealousy, lack of communication, unhappiness, and more. This kind of relationships are hazardous to our health which makes us sick, unhappy, sad and inactive.

## Lack of Focus



Stress influences your skill to learn the stuff which you already know, to process new information you are learning and to apply both to analytical situations and physical tasks that require concentration. When you are not focused, tend to make more mistakes, your tasks get delayed, even you sometimes don't reach on time. Stress not only affects your body but your mind, too. For example, whenever there is a stress, people start eating habits just to satisfy their minds. They get fat, increase their cholesterol levels, and when they realise that they have become out of focus, they get more stressed.

One more example can be give on job. There is lot of politics in our country in our workplace and even in our family, too. This is due to the competition. The more competition, the more politics. People try to make someone down if he/she is more qualified or more active towards your work, then we have vampires who will find your weaknesses and make you down so that you are unable to focus on your work and later on, you are out from your job.

## Effect on Health

In addition to headaches, sleep disorders, vision problems, weight loss/gain and blood pressure, stress affects cardiovascular, gastrointestinal



and musculoskeletal systems, says Richard Weinstein, author of "The Stress Effect". If you're not feeling well, you're not going to do your best work. Further, the amount of sick leave taken to rest and recuperate from stress related illnesses often means that the work only accumulates during your absence and, thus generates even more stress about how to catch up once you return.

## BURNOUT – CONCEPT



The term “burnout” was coined in the 1970s by the American psychologist Herbert Freudenberger. He used it to describe the consequences of severe stress and high ideals in “helping” professions. Doctors and nurses, for example, who sacrifice themselves for others, would often end up being “burned out” – exhausted, listless, and unable to cope.

There is no clear definition of what burnout really is. As a result, it's not clear what burnout is exactly and how it can be diagnosed. This also makes it impossible to say how common it is. Various figures appear in the press; some German health insurance companies say that up to nine million people are affected in Germany. These figures should, however, be met with caution: there are no reliable scientific data about how many people have burnout in Germany.

## Burnout as Medical Condition

A stressful lifestyle can put people under extreme pressure, to the point that they feel exhausted, empty, burned out, and unable to cope. Stress at work can also cause physical and mental symptoms. Possible causes include feeling either permanently overworked or under challenged, being under time pressure, or having conflicts with colleagues. Extreme commitment that results in people neglecting their own needs may also be at the root of it. Problems caused by stress at work are a common reason for taking sick leave. But, sometimes changes in the working environment and more concrete support in everyday life can already help with things like problems at the workplace or the stress of caring for ill relatives.

## Signs and Symptoms of Burnout

Burnout is considered to have a wide range of symptoms. One example of a source of stress outside of work is caring for a family member.

There are three main areas of symptoms that are considered to be signs of burnout:

- **Exhaustion:** In exhaustion, physical symptoms include things like pain and stomach or bowel problems where individuals are affected emotionally and sometimes exhaustive, lack of willpower and down with energy.
- **Alienation from (work related) activities:** Natives who have burnout find their jobs increasingly stressful and frustrating. They may start being pessimistic about their working conditions and their colleagues. At the same time, they may increasingly distance themselves emotionally, and start feeling numb about their work.
- **Compact performance:** Burnout mainly affects everyday tasks at work, at home or when caring for family members. People with burnout are very negative about their tasks, find it hard to concentrate, are listless and lack creativity.

## Diagnosis of Burnout

**A diagnosis burnout can generally be given by your physician**

The symptoms that are said to be a result of burnout include depression, anxiety disorders or chronic fatigue syndrome. But, physical illnesses or certain medications can cause symptoms such as exhaustion and tiredness, too. So it is significant to think other potential causes together with a doctor, and not to conclude you have burnout straight away.

## STRESS VS BURNOUT

Certain symptoms that are considered to be typical for burnout also occur in Stress. These include:

- Extreme tiredness,
- Feeling down, and
- Compact recital.
- Low self-esteem,
- Hopelessness, and
- Suicidal tendencies.

These are not regarded as typical symptoms of burnout. So, people with burnout don't always have stress. But, burnout may increase the risk of someone getting stress.

Stress	Burnout
You put too much effort in things	Little or no input
You experience emotions more strongly	You experience emotions flattening out
Causes hyperactivity	Causes a helpless feeling
You have less energy	You have less motivation and hope
Can lead to anxiety	Can lead to depression
Physical consequences	Emotional consequences
Higher chances of early death	Higher chances of hopelessness

## Questions

### Q.1. Fill in the Blanks:

- The term \_\_\_\_\_ was borrowed from the field of physics by one of the fathers of stress research Hans Selye.
  - Stress
  - Anxiety
  - Time
  - None of the above
- \_\_\_\_\_ is the most common form of stress. It comes from demands and pressures of the recent past and anticipated demands and pressures of the near future.
  - Acute Stress
  - Episodic
  - Nothing
  - Emotional
- \_\_\_\_\_ who suffer acute stress frequently, whose lives are so disordered that they are studies in chaos and crisis
  - Acute Stress
  - Episodic
  - Nothing
  - Emotional
- \_\_\_\_\_ comes when a person never sees a way out of a miserable situation. It's the stress of unrelenting demands and pressures for seemingly interminable periods of time.
  - Acute Stress
  - Episodic
  - Chronic
  - Emotional



5. The cynicism, depression, and lethargy of \_\_\_\_\_ can occur when you're not in control of how you carry out your job, when you're working toward goals that don't resonate with you, and when you lack social support.

(a) Burnout

(c) Happiness

(b) Stress

(d) None of the above

**Answers:**

1. (Stress), 2. (Acute Stress), 3. (Episodic Stress), 4. (Chronic Stress), 5. (Burnout)

**Q.2. Write Short Notes on:**

1. Stress vs Stressor
2. Signs and Symptoms of Burnout
3. Organizational Stress
4. Individual Stress

**Q.3. Answer the Following:**

1. Explain the consequences of Stress.
2. Write a note on Stress
3. Explain the scenario of Stress at Workplace.
4. What are the various types of Stress?

## Chapter 2

# MANAGING STRESS – I

## PREREQUISITES OF STRESS FREE LIFE

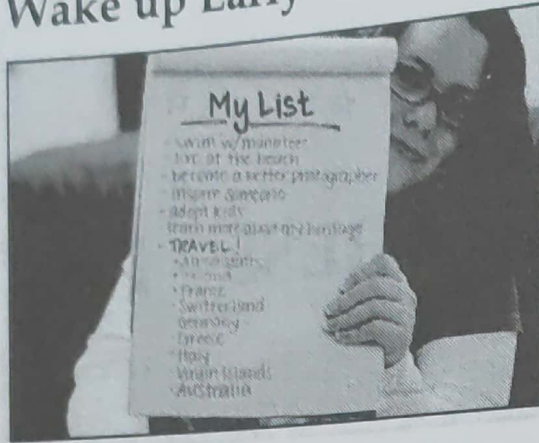
Stress is a major problem for many people — a hectic, stressful job, a chaotic home life, bills to worry about, and bad habits such as unhealthy eating, drinking and smoking can lead to a mountain of stress. Some Stress free tricks are mentioned as follows:



### Track a Daily Routine

Remember to follow a daily routine as it helps you to become well organise and perfect. Even it saves your time to reduce stress and confusion amongst yourself and others, too. If you follow your daily routine, things will be systematic.

## Wake up Early



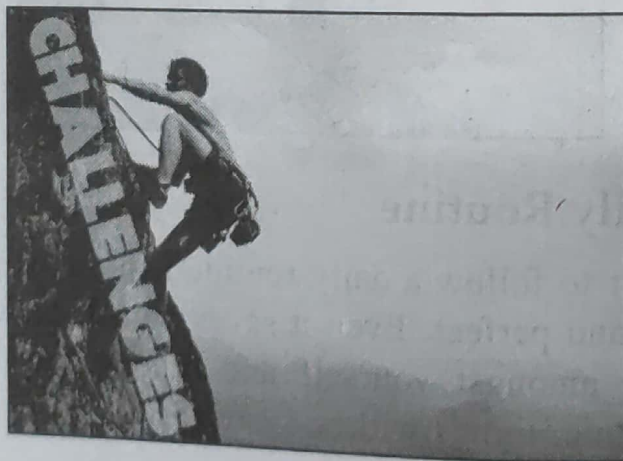
Wake up early in the morning. As the saying goes, waking up early is not just healthy for your body but is also beneficial in improving mental health.

## Checklist for Yourself

Make a list of things that make you pleased and positive. This technique will help to comfort your stress in a positive manner. Also, make a list of effort that you need to do or could accomplish in a day. Example, when you are about to go to office or a college, make sure all your assignments are done on time, and for workplace, make arrangements of lunch, snacks or even a work which should be easy to end on the next day.

## Face It

Challenges are good for your health and increment. It allows you to know your own strength during your tough situations which allows you to improve and shine for your future endeavours. So, in case if you are wrong, or you make a worst/wrong decision of your life, Accept it, face it and take it as a challenge to not to repeat it again.



## Love Yourself



Before you love someone, love yourself. Unless and until you won't love yourself, you won't be able to love others. Even if you do so, he/she won't respect or love you in return. Besides, taking good care of you, will be the best part to accept yourself first, then to the world. Groom yourself; buy a gift for yourself. Just love yourself and see the magic.

### Relax

Relax your mind and body. When chopping stresses, take a nap or breathe deep. Being unceasingly complex in work can be stressful. So, remember to take a break and connect with "yourself". You will feel more relaxed and better.

### Meditate

Meditation is a best method of purgative for your mind from all bad and stressing judgemental thoughts. Whenever you feel hefty or loaded, or even when you feel tired of doing work, or feel irritated by something or someone, take a deep breath to relax. Doing breathe in, breathe out exercise for couple of minutes, and you will see the difference.

### Avoid Distractions

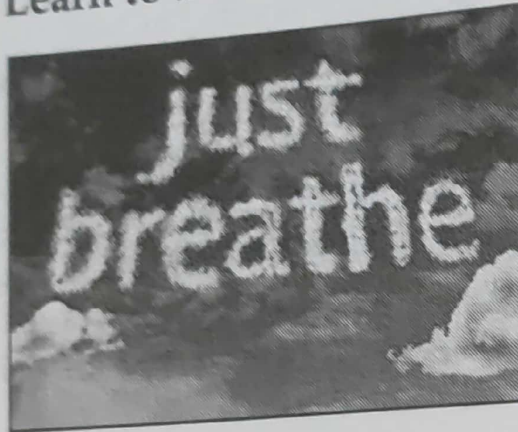
Mobile phones, laptops and television are the ways to avoid distractions. However, sometimes they itself become a distractor which is very complex to remove stress. Continuously watching TV, phone can also cause stress.

### Focus

Unless and until you are not focused, there is no meaning of living your life where you can achieve yours dreams. If you have dreamed to buy a house or a Mercedes Benz GLE series or Audi, make sure you focus on achieving your dreams: You have to remove all your

distractions and aim on achieving your goals. Just FOCUS, FOCUS AND FOCUS and see the dreams are on your feet.

## Learn to Breathe



Learning to control your breathing has been proven to have many benefits, including lowering your blood pressure and calming and relaxing your body. These are two crucial steps in relieving stress, that is typically an emotional reaction to what your body is trying to tell you.

There are several different kinds of breathing techniques that are recommended for stress relief. The easiest to do is "belly breathing" which involves lying flat on your back with one hand on your belly. As you take a deep breath, you'll want to ensure your belly is moving up and out but not your chest.

This is a great technique not only to de-stress after a long day of work but also to add to your weekend routine during a workout or yoga routine to get into zen-mode before the stress even hits.

## Hydrate



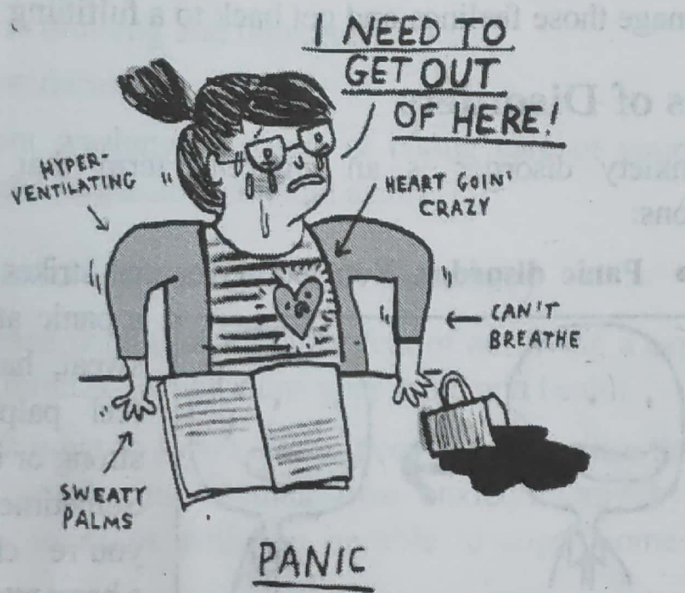
Many studies have been conducted on how hydrating frequently and consistently can be a great way to reduce stress levels. When our bodies are dehydrated, they lack the essential requirements in producing healthy chemicals and performing its basic functions. One of the main chemicals it's essential to is cortisol, often referred to as the stress hormone, that studies show can greatly increase even if you're only half a litre dehydrated.

So, start drinking that water! 8 glasses a day can go a long way to not only a physically healthier you, but also a happier and stress-free you.

# ANXIETY

## Meaning

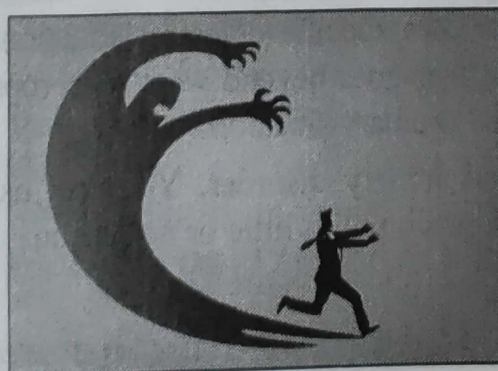
Anxiety is nothing but suffocation, uncomforted zone of his own thoughts and disagreements. It is sign of nervousness, depression and some unwanted stress which is created by his own thoughts.



A Symptoms of anxiety includes:

- Unhappiness in personal life.
- Not enjoying the present moment.
- Sad mood for weeks, months and sometimes years.
- Nervous feelings to sort a current situation.

Anxiety can source physical symptoms like pain; a fast heartbeat or stomach cramps.



Courtesy to news-medical.net

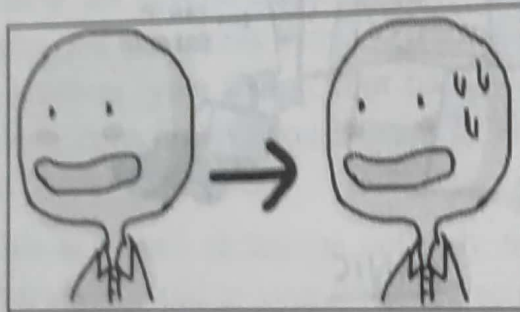
Anxiety can also affect other areas of your life – like your ability to cope, perform at work, and can affect your relationships with friends. Anxiety disorders are different, though. They are a group of mental illnesses, and the distress they cause can keep you from carrying on with your life normally.

For people who have one, worry and fear are constant and overwhelming, and can be disabling. But with treatment, many people can manage those feelings and get back to a fulfilling life.

## Types of Disorders

Anxiety disorder is an umbrella term that includes different conditions:

- **Panic disorder.** You feel terror that strikes at random. During a panic attack, you may also sweat, have chest pain, and feel palpitations (unusually strong or irregular heartbeats). Sometimes you may feel like you're choking or having a heart attack.



- **Social anxiety disorder.** Also called social phobia, this is when you feel overwhelming worry and self-consciousness about everyday social situations. You fixate about others judging you or on being embarrassed or ridiculed.



- **Specific phobias.** You feel intense fear of a specific object or situation, such as heights or flying. The fear goes beyond what's appropriate and may cause you to avoid ordinary situations.
- **Generalized anxiety disorder.** You feel excessive, unrealistic worry and tension with little or no reason.

## Signs and Symptoms of Anxiety

Symptoms include:

- shaking
- Fast heartbeat
- Chest pain
- Suffocation
- Keep on thinking and thinking
- Unwanted thoughts
- Constant washing of hands or taking care of yourself to be clean and hygienic again and again.

## Mechanisms to Cope up with Anxiety

Anxiety means mental disturbance fear of not living a happy life as well as physical dullness which ruins your mind and health.

It starts with what to avoid. Many people don't realise that they are unintentionally contributing to their own anxiety. Only by avoiding common anxiety mistakes will you be able to cope. Some examples include:

- **Junk Foods** – Eating fruits will keep your body and brain active. Eating junk foods will dumb your brain. But, when you are in stress, there is always a Frankie ready for you, not even that you sometimes keep on eating which becomes your habit as eating disorder where you won't realise that you are in heavy stress. So try to avoid eating junk food, make sure you are eating dry fruits, or healthy foods.
- **More you think, more you get worst** - Anxiety spoils you more if you are in continuous stress. In India, if we have any stress or anxiety, we feel it's a daily routine rather we won't realise that people are really in stress who need medical care. They think visiting a mental doctor is a sign of becoming a mental person. So try to avoid this of thinking and visit a doctor and cure yourself rather than getting really mad.

## Tricks to Cope up with Anxiety

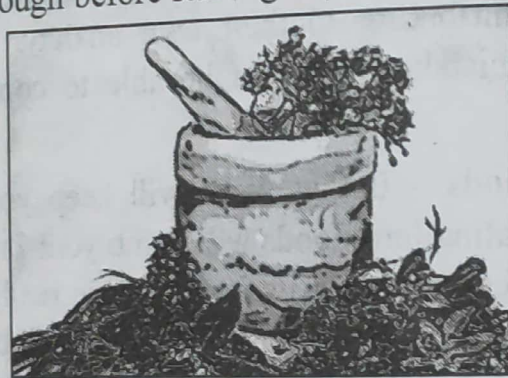
There are many strategies to help you cope, but what will eventually help you cure your anxiety forever is your own mental



strength. Retraining yourself is the best part than being unhappy or sad. Best example will be to spend your time with an elder person, or with kids, within few minutes you will realise that you are out of stress.

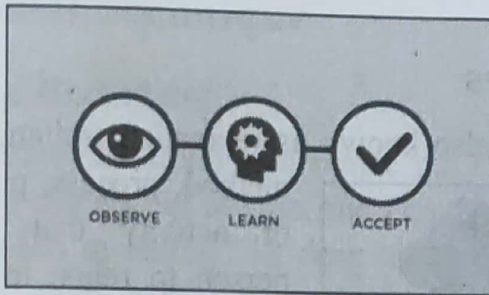
Still, the following will help promote better coping, and give you an opportunity to control some of the issues that lead to anxiety symptoms:

- **Exercise/Physical Activity** – Exercise is not just about getting fit. Physical activity improves the immune system, releases calming neurotransmitters (known as endorphins), tires the muscles, and burns away stress hormones. It's incredibly important for controlling stress and anxiety, and incredibly important for coping.
- **Herbal Tools** – Chamomile, Kava Kava, Valerian, Passionflower, and St. John's Wort are the herbal supplements that reduce anxiety. All produce sedation/relaxation without side effects. Always talk to a doctor though before starting any herbal anxiety treatment.



- **Yoga** -Yoga has the potential to improve your ability to cope with stress. They teach healthier breathing, and poor breathing is one of the issues that makes anxiety symptoms worse, especially during anxiety and panic attacks. Many people believe the spiritual qualities of meditation and yoga are also helpful for curing anxiety.
- **Think Positive** – Learning to think positive is also an important step in learning to cope with your anxiety. It may sound a bit "new age", but the truth is that anxiety really does cause very negative thinking. There are ways to train you to think positively, including faking positivity, writing in a positivity journal, and spending time with more positive people. These really will have an impact on your ability to cope with stress.

- **Learning to Accept It** – It's also important that you accept your anxiety rather than running away. Anxiety may cause you to have fears. Learn to talk about it openly, and don't try



to hide when you're suffering. The more you're able to find your anxiety less intimidating, the easier it will be for you to overcome it.

## RELAXATION – CONCEPT AND TECHNIQUES



Going for a walk, watching a movie with friends or with a family member, not only this you can go alone for watching a movie which may relax you for a while. Treat yourself, buy a gift for your loved ones, it will allow you to relax.

### Background

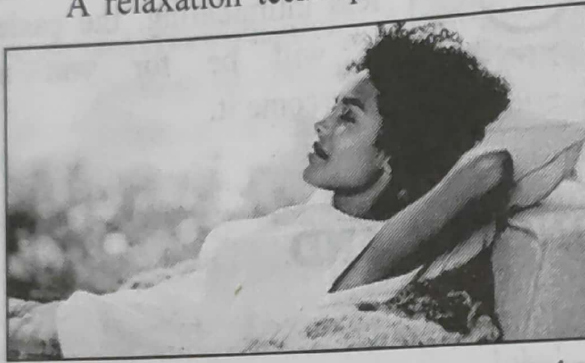
Relaxation was popularised by Dr. Edmund Jacobson which he published in his published book name *Progressive Relaxation*. His book was especially for doctors, scientists who take stress and sometimes difficult to live life due to anxiety. Here this book includes the recipe of various muscles relaxation techniques. He later published another book called *You Must Relax* published in 1934 that was geared towards the general public. According to Jacobson, his research started in 1908 at Harvard University, and later moving on to Cornell and University of Chicago. His research was aimed at improving the general human well-being.

In 1932, Johannes Schultz and Wolfgang Luthe developed a method of relaxation that emphasised using the power of suggestion, called autogenic training.

In 1975, Herbert Benson and Mirium Z. Klipper published a book called *The Relaxation Response*, which gives instructions on mixing meditation techniques into daily activities that the average person could do.

## Relaxation Techniques

A relaxation technique (also known as relaxation training) is any method, process, procedure, or activity that helps a person to relax; to attain a state of increased calmness; or otherwise reduce levels of pain, anxiety, stress or anger.



## Progressive Muscular Relaxation

Progressive muscular relaxation, or PMR, is useful for relaxing your body when your muscles are tense.

The idea behind PMR is that you tense up a group of muscles, so that they're tightly contracted. Hold them in a state of extreme tension for a few seconds, and then relax the muscles normally. Then, consciously relax your muscles even more. This process of moving from intense tension to deep muscular relaxation helps interrupt your body's fight-or-flight response when you're experiencing fear or stress.

Here are a few examples of ways to engage in progressive muscular relaxation. Hold each position for five seconds, and then relax. You might also find it helpful to breathe out slowly as you relax each pose, or even to whisper the word "relax" as you release your muscles.

- Raise your eyebrows as high as you can.
- Close your eyes as tightly as possible and keep them shut for five seconds.
- Open your mouth as wide as possible, as if you're yawning.
- Hold your arms in front of you and clench your fists as tightly as possible.
- Pull your shoulder muscles up toward your ears.
- Bend your arms and tense your biceps as tightly as possible.
- As you sit, pull your legs together and push your thighs together, tightening the thigh muscles as you push inward.

- Tighten your abdominal muscles.
- Curl your toes downwards as much as possible.

## Mental Technique

### Deep Breathing

Deep breathing is a simple but effective method of relaxation. It is a core component of yoga and Zen meditation, as well as of the common approach of taking "10 deep breaths" to calm down. It works well in conjunction with other relaxation techniques – such as progressive muscular relaxation, relaxation imagery, and meditation – to reduce stress.



Many people spend much of their time breathing very shallowly, filling only the upper part of their chest with air. This shallow breathing limits the amount of oxygen that your body takes in, and it can also make you feel very anxious in times of stress. By contrast, deep breathing can decrease stress, lower your blood pressure, and slow your heart rate.

Deep breathing – also called diaphragmatic, or belly breathing – takes place when, instead of just breathing with your ribs, you breathe so that your lower belly expands.

When you breathe in this way, your diaphragm moves downward and pulls your lungs along with it. At the same time, it presses against your internal organs to make room for your expanding lungs. When you breathe out, your diaphragm pushes upward, helping your lungs expel carbon dioxide.

It's easy to start practicing deep breathing techniques. All you need to do is sit comfortably, take a slow, deep breath in through your nose, and focus on what feels like filling your lower belly with air.

## Therapeutic Relaxation

Therapeutic massages are generally conducted at clinics, hospitals or a specialized practitioner's residence. The environment is completely different from a massage spa.

The first time you go to receive a therapeutic massage therapy session, you might have to fill up a lot of forms specifying your medical history and providing details of ailments for which you wish to undergo treatment.

Although the session will be relaxing like a normal massage at a spa, some advanced instruments will be used to provide pain relief and treat chronic health issues.

Improvement of overall health and well being of the client is the goal of any good therapeutic massage versus relaxation massage generally has more cosmetic purposes.

People suffering from medical conditions like Chronic body aches, postural imbalances, weight issues, sports injuries, Fibromyglacia, Tunnel syndrome, Down's syndrome, Autitism greatly benefit from a professional therapeutic massage session.

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## TIME MANAGEMENT

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### Meaning



Time management is the ability to plan and control how you spend the hours in your day to effectively accomplish your goals. Poor time management can be related to procrastination as well as problems with self-control. Skills involved in managing your time include

planning for the future, setting goals, prioritizing tasks, and monitoring where your time actually goes.

## Importance of Time Management

Good **time management** allows you to accomplish more in a shorter period of **time**, which leads to more free **time**, which lets you take advantage of learning opportunities, lowers your stress, and helps you focus, which leads to more career success. Each benefit of **time management** improves another aspect of your life.

Time management is important for your personal life and career success. It teaches you how to manage your time effectively and make the most of it.

Here are a few of the reasons why it is so important, and how it can help you use and manage your time more advantageously:

1. Time is a special resource that you cannot store or save for later use. Everyone has the exact same amount of time each day. Time not well used cannot be retrieved.
2. Most people, feel like they have too much to do and not enough time. They blame lack of time for their poor finances, stress, bad relationships, and for not exercising their body.

Wise time management can help you find the time for what you desire, and for what you need to do.

3. You need time to get what you want out of life. If you wait for extra time to appear, you might lose the game of life. Through right time management, you can "create" the time you need, and not just wait for it to come. By planning your time wisely, you will have more time to do more things.
4. Time management will help you set up your priorities.
5. Time is limited to 24 hours a day, so plan your life wisely.
6. Time management helps you make conscious choices, so you can spend more of your time doing things that are important and valuable to you.
7. You can learn to find the time for the things that are important to you. Even a small amount of time once a day, or even once a week, will take you closer to your goals, and you will be surprised at the progress you make.

8. You become more productive using improved time management skills and tools, and can accomplish more with less effort and time. Time management can help you reduce wasted time and energy, help you become more creative and productive, and enable you to do the right thing at the right time. This will of course lead to more balance and fulfillment in your life.
9. Life today presents so many distractions, and therefore, it is very easy to lose time on unimportant activities. Ask yourself, is watching this or that TV program, reading this or that gossip or participating in a certain activity is going to add anything to your life. Is the time spent on a particular activity well spent, or is just a waste of time and energy?
10. Life puts in front of everyone so many choices each day, and the question is, do you follow what appears on your way, or do you consciously choose what you want to do? Do you allow external distractions to deter you from your goal, or do you use willpower and self discipline to walk toward your goal in a straight line, without wasting time and energy?
11. A certain degree of detachment and inner peace are useful in managing your time effectively. They help you avoid spending too much emotional and mental energy on what people say and think about you. They help you stay calm, despite distractions or difficulties, and this saves you a lot of time and energy, which you can spend on better and more rewarding activities.

There are many things you can do and tools to use to manage your time effectively. There is a lot of time wasted each day, which can be put to better uses. There are changes you can make, which will effectively increase the time you have at your disposal every day.

Thinking, planning, finding out how others manage their time, and reading books and articles on time management, will develop these skills and give you good ideas.

Among the many changes that you can make to manage your time, there is one that is important and easily available, and that is getting up early in the morning. Give up watching TV

late at night and go to sleep a little earlier than usual. It will then be easier to wake up earlier.

Even waking up only 15 minutes earlier would be great. It is a time of quietude, before everyone else wakes up, which you can devote to reading, meditating, exercising, or planning your day.

To get rid of the feeling that you have much to do and not enough time, try to feel and to think, as if you have all the time in the world.

This kind of thinking would enable you to focus on what you are doing, without stress and strain.

Always plan your time well and don't waste it on useless matters. Be careful not to procrastinate, and do everything in the best way you can, with focus and attention.

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## APPROACHES TO TIME MANAGEMENT

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1. Wake up early. Yes, I know everyone says this, but they say it because it's true. Not only will an early wakeup allow you to tackle the day's most pressing projects, you also won't have a full day's to-do list and experiences buzzing in your brain. So. Make yourself a good breakfast, a beverage of choice, and settle in for an hour of work before the sun is even up.
2. Timers! I use an app called 30/30 that allows me to break my entire to-do list into 30 minute chunks of time. While the timer ticks, I do not allow myself to work on any other tasks.
3. Turn off your wifi. I mean it. Even with tasks like answering emails, you can draft the email offline, and then log on to send it. I truly believe that it's incredibly hard to focus with non-stop tweets, emails, and text messages flying toward you.
4. Take breaks. This may seem counter-intuitive, but you'll be able to finish tasks faster if your brain is refreshed. Don't be afraid to spend a few minutes listening to music or resting your eyes before getting back to work.
5. Don't neglect your health. Sure it might be faster to order takeout every day rather than cook a healthy meal, but poor



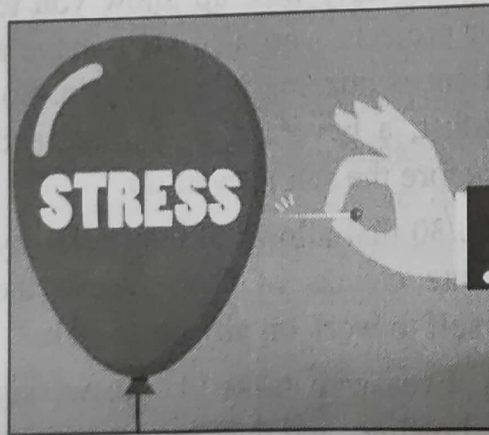
health habits will catch up to you, and no one is productive when they're sick.

6. Try to find ways to save time. For example, I order my groceries online. The selection isn't as great, but it saves me the drive to the store... and I can order from bed in the morning, without even changing out of my PJs.
7. Celebrate! This may sound silly, but when you're constantly running from project to project, it can be hard to remember to celebrate all that you've accomplished. Take a little bit to revel in your successes when they come... then get back to work!

## STRESS MANAGEMENT

### Theory

Stress management involves making changes to your life if you are in a continuous stressful state, stopping stress by practicing self-care and relaxation and managing your response to stressful circumstances when they do occur.



Stress is similar to a survival response when our body thinks that it is in danger. That is why our sympathetic nervous system kicks in and makes our heart rate increase and gives us a burst of the energy hormone, adrenaline, so that we can deal with whatever situation is being thrown at us. This is also called our flight or fight response.

### Advantages of Stress Management

Stress management is helpful to decrease blood pressure, heart disease, digestive troubles and many more physical illnesses. It also helps recover sleep, mental health, cognition and libido. There are simply too many benefits to list them all.

## MANAGING STRESS AT INDIVIDUAL LEVEL

High level stress affects the individual directly and through them, their families and organizations are also affected. Therefore, efforts should be made to overcome the negative consequences of high stress. Stress management is required when an individual is unable to cope with the demanding environment. This inability generates anxiety and produces defensive behavior and stress symptoms. Therefore, certain actions are required for developing adaptive behavior so as to overcome the consequences of stress. Such actions may be taken at individual level as well as at organizational level. Stress may cause within organizational context and outside. Therefore, coping strategies may be adopted by individuals without reference to the organization. Individual coping strategies tend to be more reactive in nature. That is, they tend to have ways of coping with stress that has already occurred. Some individual strategies, such as physical exercise, can be both reactive and proactive, but most are geared towards helping the person who is already suffering from stress. Following are the major individual coping strategies:

**Physical exercise** Physical exercise is a good strategy to get body fit and to overcome stress. Physical exercises of different types such as, walking, jogging, swimming; playing, etc. are good methods of overcoming stress. The role of Yoga, a scientific technique of physical exercise to keep body fit and to overcome stress.

**Relaxation** Impact of stress can be overcome by relaxation. The relaxation can be simple one or some specific techniques of relaxation such as biofeedback and meditation.

**Work-home transition** Work-home transition is also like a relaxation technique. For instance, during the last 5 hour of work, the person can review the day's activities; list the priorities of the activities that need to be attended to the next day. Thus, he can finish his day's work and come back in relaxed manner.

**Cognitive therapy** Because of increasing stress, special cognitive therapy techniques have been developed by psychologists. In these techniques, lectures and interactive discussion sessions are arranged to help participants.

**Networking** Networking is the formation of close associations with trusted, empathetic coworkers and colleagues who are good listeners and confident builders. Such persons provide mental support to get the person through stressful situation.

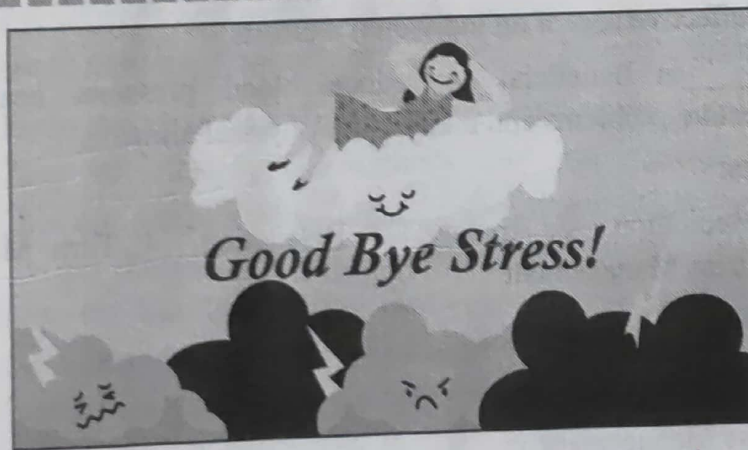
## ROLE OF ORGANISATION IN MANAGING STRESS/ STRESS MANAGEMENT TECHNIQUES

Organizational coping strategies are more of proactive nature, that is, they attempt at removing existing or potential stressors and prevent the onset of stress of individual job holders. There are many organizational stressors. Therefore, the organizational coping strategies revolve round these factors which produce or help producing stresses. Following are organizational coping techniques and efforts. Supportive organizational climate Many of the organizational stressors emerge because of faulty organizational processes and practices. To a very great extent, these can be controlled by creating supportive organizational climate. Job enrichment A major source of stress is the monotonous and disinteresting jobs being performed by executives in the organization. Jobs can be enriched through more rational designing of jobs. Organizational role clarity People experience stress when they are not clear about what they are expected to do in the organization. This may happen because either there is ambiguity in the role or there is role conflict. Role analysis technique helps both managers and executives to analyse what the job entails and what the expectations are. Breaking down the job to its various components clarifies the role of the job incumbent for the entire system. This helps to eliminate imposing unrealistic expectations on the individual. Role ambiguity, role conflict, and role overload can be minimized, consequently leading to reduced stress. Career planning and counseling Career planning and counseling helps the executives to obtain professional advice regarding career paths that would help them to achieve personal goals. A variety of career counseling programmes can be adopted:

- (i) devices designed to aid the individuals in self-assessment and increased self-understanding;
- (ii) devices designed to communicate opportunities available to individuals;
- (iii) career counseling through interview by managers, counseling professionals and personnel and educational specialists;
- (iv) workshops and educational activities designed to assist the individuals in goal setting and establishing action plan for change;

- (v) educational and experimental programmes to prepare individuals with skills and knowledge for new activities and new careers;
- (vi) programmes for enhancing the individuals opportunities to make job and career changes. Various career planning and counselling programmes for individuals go a long way in providing them satisfaction and reducing the stress. Stress control workshops Organizations can organize periodical workshops for control and reduction of stress. Such workshops may help individuals to learn the dynamics of stress and methods of overcoming its ill effects. Employee assistance programme Employee Assistance Programme (EAP) is a specifically, designed programme to solve the personal problems of executives. These problems may be due to job stress or of other types like legal, marital, financial or health-related. Since these problems ultimately affect employee performance, to help executives deal with these personal problems, more and more organizations are implementing employee assistance programmes.

## APPROACHES TO MANAGE STRESS



To avoid burnout and debilitated health in the end, stress may be managed by the following techniques:

### Action Oriented

In this kind of approach, the problem creating the stress is identified and confronted directly. Appropriate changes are made to alter the situation or the environment and thereby reduce or eliminate stress by resolution of the problem creating the stress.

## Emotion Oriented

- In this kind of approach, the individual does not have the power to change the environment or the situation. The individual modifies personal emotions to interpret the situation differently and thereby attempts to reduce to eliminate stress

## Acceptance Oriented

In this kind of approach, the individual has no direct or indirect control over the factors causing the stress, along with no emotional control to alter the interpretation of the situation. Total acceptance of the stress is undergone and the focus is only on to somehow let the time pass and survive the stress. This shows results in short term or long term health damages.

## Questions

### Q.1. Fill in the Blanks:

1. \_\_\_\_\_ is an excellent method of cleansing your mind from all negative and stressing thoughts.
2. \_\_\_\_\_ can cause physical symptoms like pain, a pounding heart or stomach cramps.
3. \_\_\_\_\_ helps to improve the stress.
4. \_\_\_\_\_ is the co-ordination of tasks and activities to maximize the effectiveness of an individual's efforts.
5. \_\_\_\_\_ is beneficial to reduce blood pressure, heart disease, digestive problems and many more physical ailments.

### Answers:

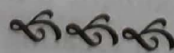
1. Meditation, 2. Anxiety, 3. Relaxation, 4. Time Management, 5. Stress Management

### Q.2. Write Short Notes on:

1. Time Management
2. Stress Management
3. Anxiety

### Q.3. Answer the Following:

1. Explain the concept of Relaxation and its various techniques.
2. What are the various mechanisms to cope up with Anxiety?
3. Explain the pre-requisites of Stress Free Life.



## Chapter 3

# MANAGING STRESS-II

## MODELS OF STRESS MANAGEMENT

### Transactional Model

DD Richard Lazarus and Susan Folkman suggested in 1984 that stress can be thought of as resulting from an "imbalance between demands and resources" or as occurring when "pressure exceeds one's perceived ability to cope". Stress management was developed and premised on the idea that stress is not a direct response to a stressor but rather one's resources and ability to cope mediate the stress response and are amenable to change, thus allowing stress to be controllable.

In order to develop an effective stress management programme it is first necessary to identify the factors that are central to a person controlling his/her stress and to identify the intervention methods which effectively target these factors. Lazarus and Folkman's interpretation of stress focuses on the transaction between people and their external environment (known as the Transactional Model). The model conceptualizes stress as a result of how a stressor is appraised and how a person appraises his/her resources to cope with the stressor. The model breaks the stressor-stress link by proposing that if stressors are perceived as positive or challenging rather than a threat and if the stressed person is confident that he/she possesses adequate rather than deficient coping strategies, stress may not necessarily follow the presence of a potential stressor. The model proposes that stress can be reduced by helping stressed people change their perceptions of stressors,

providing them with strategies to help them cope and improving their confidence in their ability to do so.

## Health Model

The health realization/innate health model of stress is also founded on the idea that stress does not necessarily follow the presence of a potential stressor. Instead of focusing on the individual's appraisal of so-called stressors in relation to his or her own coping skills (as the transactional model does), the health realization model focuses on the nature of thought, stating that it is ultimately a person's thought processes that determine the response to potentially stressful external circumstances. In this model, stress results from appraising oneself and one's circumstances through a mental filter of insecurity and negativity, whereas a feeling of well-being results from approaching the world with a "quiet mind," "inner wisdom," and "common sense".

This model proposes that helping stressed individuals understand the nature of thought—especially providing them with the ability to recognize when they are in the grip of insecure thinking, disengage from it and access natural positive feelings—will reduce their stress.

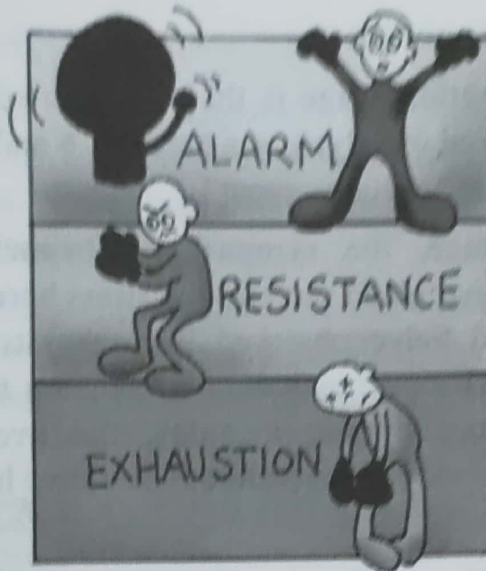
## GENERAL ADAPTION SYNDROME (GAS)

### Concept

General adaptation syndrome was discovered accidentally by Selye whilst he was conducting experiments on rats at McGill University in Montreal, Canada.

In a 1926 letter to *Nature*, Selye described the findings of a series of experiments on rats, in which the animals were subjected to numerous stressors, which he referred to as "nocuous agents", including exposure to cold temperatures, injection with various toxins and being forced to endure excessive physical exertion (Selye, 1926). He then observed the physiological responses to these stressful situations.

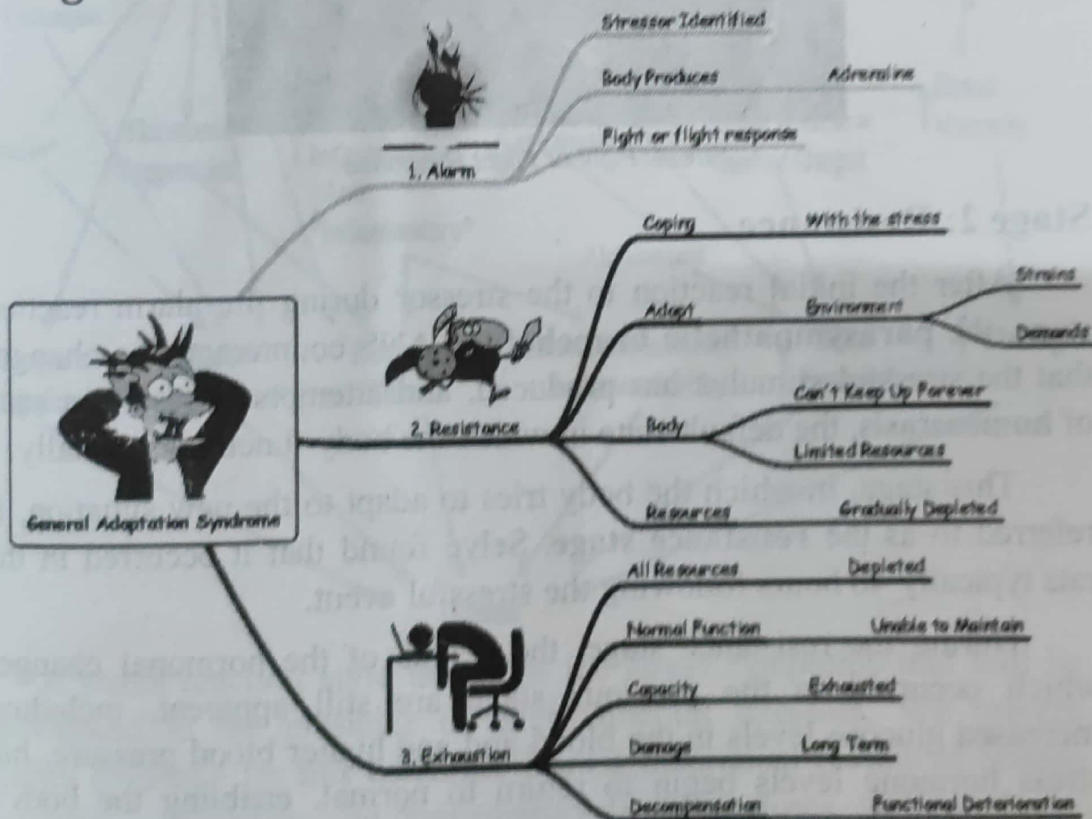
Selye noted that regardless of the type of shock the rats were exposed to, a similar set of symptoms could be observed shortly afterwards, indicating that the reaction was not to a specific stimulus but part of a more general reaction to stressful situations.



Three reactions or stages of stress

Selye went on to identify three distinct stages of general adaptation syndrome — the initial **alarm reaction stage** which occurs shortly after the stressful event, followed by a **resistance stage**, during which body's **Autonomic Nervous System (ANS)** resists the impact of the stressful stimulus, and finally, if the stress continues, the **exhaustion stage**, when the body fails to cope with the distressing stimulus.

### Stages



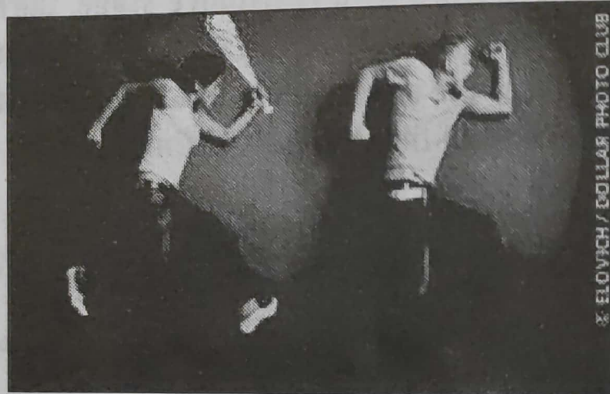


## Stage 1: Alarm Reaction

The **alarm reaction stage** is the first sign of general adaptation syndrome and occurred in Selye's rats between 6 and 48 hours following the introduction of the "nocuous agent".

During this stage, the **sympathetic branch** of the ANS is activated — the adrenal gland secretes the stress hormone cortisol, along with adrenaline, and Selye observed that the rats' bodies underwent significant physical changes, including a reduction in bodily fat and the shrinking of numerous organs, including the liver and thymus and lymph glands. The body temperature was also lowered, conserving energy (Selye, 1926).

The alarm reaction stage prepares animals for a fight-or-flight response — a term coined by Walter Cannon to describe our reaction to a stressful event. The body adapts to be able to react quickly in either fleeing or confronting the threat posed to them.



*Stress: Fight or Flight Response*

## Stage 2: Resistance

After the initial reaction to the stressor during the alarm reaction stage, the **parasympathetic branch** of the ANS counteracts the changes that the stressful stimulus has produced, and attempts to restore a state of **homeostasis**, the default state in which the body functions normally.

This stage, in which the body tries to adapt to the new situation, is referred to as the **resistance stage**. Selye found that it occurred in the rats typically 48 hours following the stressful event.

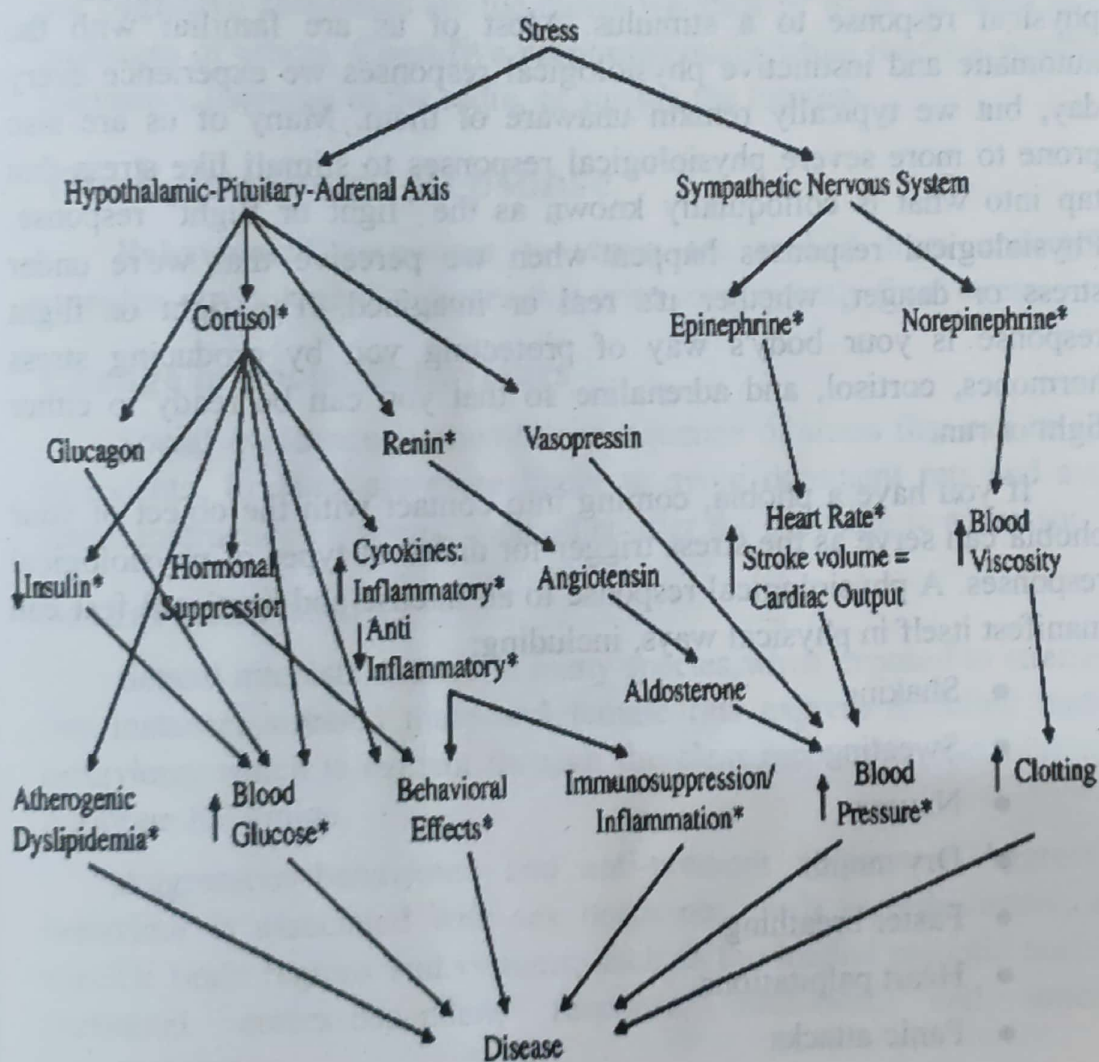
During the resistance stage, the results of the hormonal changes which occurred in the previous stage are still apparent, including increased glucose levels in the blood and higher blood pressure, but stress hormone levels begin to return to normal, enabling the body's focus to shift from alertness to repair.

### Stage 3: Exhaustion

The final phase of general adaptation syndrome is the **exhaustion stage**, in which the body has depleted resources following its attempt to repair itself during the preceding resistance stage. If the original threat has passed, it will continue its recovery.

However, the body no longer has the energy to cope with continued stress in the long term, and should it continue, it begins to show signs of exhaustion, gradually deteriorating as it persists.

## MEASUREMENT OF STRESS REACTION



A stress reaction style describes the stress symptoms that will be experienced in the presence of environmental stressors. We present validity evidence for this construct from a theoretical review of related constructs, exploratory and confirmatory factor analyses, and a series of

correlation and regression analyses. Results showed (1) stress reaction style is distinct from neuroticism, type-A personality, and state-based stress; (2) stress reaction style mediates the relationship between current stress and work withdrawal, and (3) stress reaction style has incremental validity over other predictors of work withdrawal including neuroticism, job satisfaction and current stress. These results provide construct validity evidence for the stress reaction style construct, and suggest potential utility in selection settings where measures of current stressors and strains are less applicable.

## The Physiological Response

A physiological response is an automatic reaction that triggers a physical response to a stimulus. Most of us are familiar with the automatic and instinctive physiological responses we experience every day, but we typically remain unaware of them. Many of us are also prone to more severe physiological responses to stimuli like stress that tap into what is colloquially known as the "fight or flight" response. Physiological responses happen when we perceive that we're under stress or danger, whether it's real or imagined. The fight or flight response is your body's way of protecting you by producing stress hormones, cortisol, and adrenaline so that you can be ready to either fight or run.

If you have a phobia, coming into contact with the object of your phobia can serve as the stress trigger for different types of physiological responses. A physiological response to an intense and irrational fear can manifest itself in physical ways, including:

- Shaking
- Sweating
- Nausea
- Dry mouth
- Faster breathing
- Heart palpitations
- Panic attacks
- Dizziness

## The Cognitive Response

**Cognitive response** is not a synonym for decoding a message. "Decoding" refers to a completely separate process. In decoding, sound or visual stimuli are translated back into language. Once we have decoded the message, our idiosyncratic **responses** or thoughts to those messages are described as our **cognitive responses**. If we are very interested in the topic, our **cognitive responses** may be message relevant. Message relevant **responses** focus on counter-arguments or additional evidence supporting a particular position. If we are not interested in the topic, our **cognitive responses** may not be particularly message relevant (e.g., "I need to get gas on my way home"). In short, our **cognitive responses** are the things we think of while listening to the messages of others. **Cognitive responses** occur while reading, watching television, listening to the radio, or surfing the Internet.

## The Behavioural Response

**Behavioural responses to stress** are evoked from underlying complex physiological changes that arise consequently from stress.

### Change in Social Behaviours

Social avoidance is another consequence of stress that can be seen in rodents. Rodents are more likely to avoid dominant rats and avoid social interactions amongst each other after the exposure to a stressor

### Sexual Behaviours

Sexual interests change in many species when exposed to stressors. For instance, stressed male and female rats express inhibited mating behaviour, which is evident through the clear increase in the inhibitory hormone RF-amide.

Aggressive behaviours and anti-predator responses- Aggressive behaviour is associated with sex hormones, such as testosterone, and specific brain regions and systems, such as the medial preoptic nucleus, prefrontal cortex-dependent response inhibition, and anterior hypothalamus.

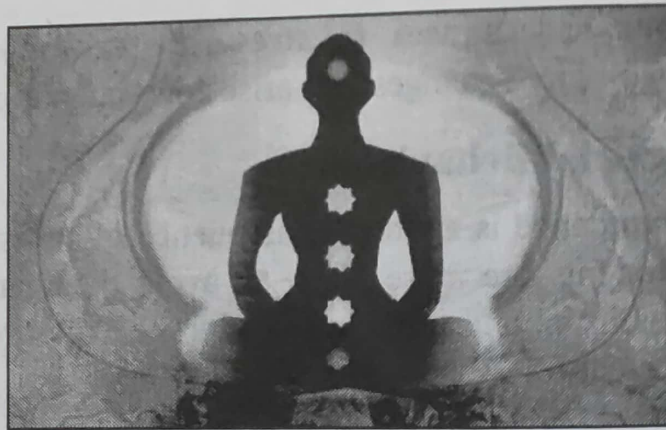
## Prolonged stress reduces parental behaviour toward offspring

Prolonged stress alters parental behaviour toward offspring and promotes parental neglect. According to a study performed by Tilgar and associates, predation stress alters parents' behaviours, such as the reduction in provisioning rates, which negatively impacts the offspring's performance.

## STRESS PREVENTION MECHANISM

### Stress Management through Mind Control and Purification Theory and Practice of Yoga Meditation

#### Meditation



There are many forms of meditation. Most trace their ancestry from ancient yoga and Zen Buddhism. TM, or transcendental Meditation, based upon Hindu teaching, is practiced by some. A **secret mantra (sound)** is given to the meditator by a teacher of the technique. This sound is then repeated over and over with eyes closed. Some types of Hindu and Buddhist practices focus upon **amandala- a visualization of some object** such as a thousand-petal lotus. Regardless of their origin, **all the meditative techniques have at least two phases. The first is to quiet the body, and the second is to quiet the mind.**

**This relaxation is often done in the following sequence:**

1. Relaxing the motor muscles i.e. arms, legs
2. Decreasing the breathing rate.

3. Decreasing the rate of other body functions.
4. Slowing brain activities.

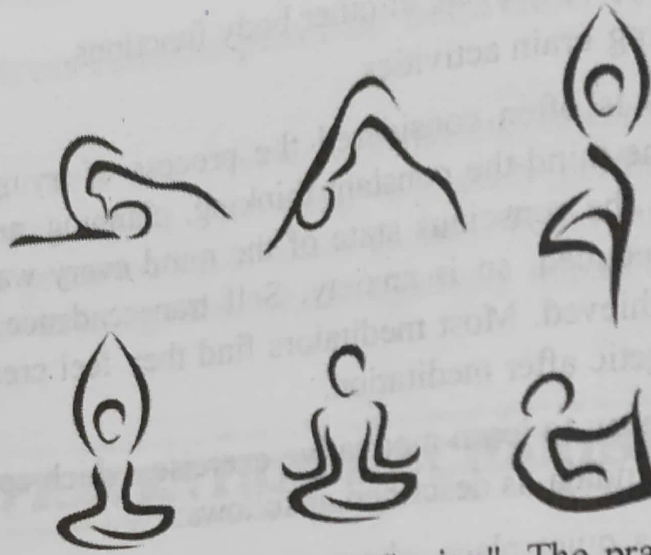
Meditation is often considered the process of trying to eliminate the chatter of the mind-the constant thinking, planning, and fantasizing-which occupies the conscious state of the mind every waking moment. As arousal is reduced, so is anxiety. Self transcendence, or an altered state, is then achieved. Most meditators find they feel creative, positive, calm, and energetic after meditation.

A simple easy to learn meditative exercise, which combines both a mantra and a mandala, is described as follows:

1. Find a quiet place where you can be alone if possible. (This technique may be done in crowded places as long as it is appropriate for you to close your eyes. If you cannot escape to your bedroom or other isolated spot, you can always close the stall door in a public facility to achieve some degree of aloneness and privacy.)
2. Sit in a comfortable position.
3. Close your eyes and take three deep breaths. Let your thoughts come and go.
4. Start to visualize a particular object-for example, a rose.
5. In your thoughts, start to repeat the word for the object-"rose"-over and over, at any speed or rhythm it wants to go.
6. As you continue to repeat the word, start to imagine the rose opening and closing in the same rhythm.
7. If distracting thoughts come into your mind, let them pass through. Continue to repeat your word and see its image. (Often, worries of the day, like "what shall I have for dinner" or "I have three exams to study for," will flow through your mind to distract you.?)
8. Keep this process going from two to twenty minutes.
9. When it is time to stop, open your eyes slowly.

You should feel relaxed, refreshed, and less anxious after trying this technique.

## Yoga



Yoga is a Sanskrit word meaning "union". The practice is at least 3000 years old, and its origins can be traced to India. It is considered to be a philosophical system. **There are now several sects or "paths" of yoga** which have developed over the years. **Bhakti yoga** is a way of devotion of love and faith directed to God. It uses chants and worship, **Dhyana yoga** is a method of concentration. It is a purely mental discipline leading to trance states. **Karma yoga** is concerned with selfless work and good deeds. Charitable acts are accomplished by individuals who follow this path. **Kriya yoga** is primarily concerned with religious action and ritualism. **Kundalini yoga** theorizes potential energy coiled up in the nervous system, which can be released with the recitation of sacred mantras. **Hatha yoga** is the most familiar to Westerners. It is the path of health using exercise as a means to mental and physical harmony.

All forms of yoga teach methods of concentration and contemplation to control the mind, subdue the primitive consciousness, and bring the physical body under control of the will. In Hatha yoga, slow stretching of the muscles in exercise is taught, along with breathing in certain rhythmical patterns. The body positions or asanas for exercises and meditation can be learned, with some practice, by most. These positions are thought to clear the mind and create energy and a state of relaxation for the individual.

**A common breathing technique that can be done while in the Siddha, or Lotus position (sitting on the floor with the feet tucked under the knees), is as follows:**

1. Sit comfortably in the Siddha position.

2. Breathe in through the mouth to the count of 6. Hold your breath to the count of 9. Exhale your breath through the mouth to the count of 3.
3. Repeat this procedure three times.
4. Breathe in through the mouth and out through the nose, using this procedure, three times.
5. Then hold the left nostril closed with a finger and repeat the procedure, breathing through the right nostril three times.
6. Continue to repeat the procedure in the following manner. Breathe through the left nostril, breathe deeply or shallowly, hot or cold, panting, puffing, or making animal-like noises such as mooing, cooing, barking, etc. Repeat each of the breathing patterns three times for each sound or part you are concentrating upon. These breathing exercises can then be done in the various yoga positions. After engaging in this activity, many find that they feel relaxed and are energized, alert, and calm.

## History

In Indian religions, Yoga (from the Sanskrit word meaning “yoking” or “joining”) is “the means or techniques for transforming consciousness and attaining liberation (moksha) from karma and rebirth (samsara).”

It is “a practice by means of which a spiritual seeker strives:

(1) to control nature to make the soul fit for union with the Oversoul (the true Self or Atman-Brahman or “God”), and (2) to attain union with God and thus the liberation of the soul from the rounds of rebirth and death.”

Yoga is popularly understood to be a program of physical exercises (asana) and breathing exercises (pranayama).

Yoga began in India as early as 3000 B.C., according to archeological evidence. It emerged in the later hymns of the ancient Hindu texts (Upanishads or Vedanta) (600–500 B.C.). It is mentioned in the classic Indian poem Mahabharata (400 B.C. - 400 A.D.) and discussed in the most famous part of that poem, the Bhagavad Gita. Yoga was systemized by Patanjali in the Yoga Sutras (300–200 B.C.).

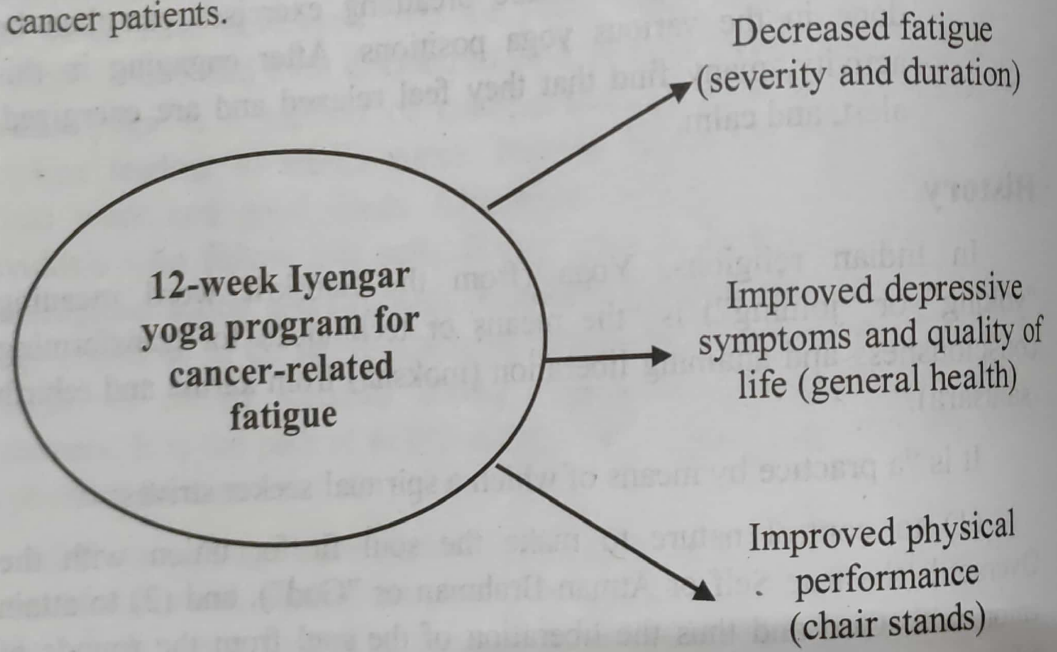


Patanjali defined the purpose of yoga as knowledge of the true "Self" (God) and outlined eight steps for direct experience of "Self."

Yoga, as practiced and taught in India, entered the Western world in the 19th century with the translation of basic yogic texts. Following attendance at the World Parliament of Religions in Chicago in 1893, Swami Vivekananda introduced yoga to the USA. He lectured widely on the practice, founded the Vedanta Society, and authored many books.

### Case Study: Yoga can Cure Cancer

Earlier reviews have reported that yoga is beneficial for people with cancer in managing symptoms such as fatigue, insomnia, mood disturbances and stress, and improving quality of life. However, until now the size of the effect has not been quantified. But in some studies, it is found that yoga may have positive effects on psychological health of cancer patients.



Many cancer patients experience cancer-related psychological symptoms, including mood disturbances, stress, and distress. Ledesma and Kumano showed mindfulness-based stress reduction programs may indeed be helpful for the mental health of cancer patients. Thus, yoga may have long-term psychological effects for patients with cancer. According to the some review, no significant differences were observed on the measure of physical health. Because of the limited number of studies and different measurement tools, the effects of yoga on physical health in people with cancer remain unclear.

## Side Effects of Yoga

Although many forms of yoga practice are safe, some are strenuous and may not be appropriate for everyone. In particular, elderly patients or those with mobility problems may want to check first with a clinician before choosing yoga as a treatment option. Only one incident has been reported in the surveyed medical literature associated with the risks due to the practice of yoga. The serious case that has been reported is of a female practitioner developing thrombosis of vertebrobasilar artery due to an intimal tear and subsequent stroke. This was attributed to adopting an unusual neck posture during yoga practice.

Yoga, although not entirely risk-free, can be considered a safe form of exercise if practiced under the guidance and supervision of a qualified trainer. But for many patients dealing with depression, anxiety, or stress, yoga may be a very appealing way to better manage symptoms. Indeed, the scientific study of yoga demonstrates that mental and physical heal are not just closely allied, but is essentially equivalent. The evidence is growing that yoga practice is a relatively low-risk, high-yield approach to improving overall health.

## STRESS MANAGEMENT INTERVENTIONS

### Primary

In primary prevention interventions the goal is to eliminate, reduce or change job stressors.

### Secondary

The aim of secondary prevention interventions is to prevent employees who are already showing symptoms of stress from getting sick, by altering the way they respond to job stressors.

### Tertiary

Tertiary interventions focus on the treatment of employees who suffer from severe stress consequences and the rehabilitation of employees after a period of sickness absenteeism.

## MEDITATION

### Meaning

Meditation is a precise technique for resting the mind and attaining a state of consciousness that is totally different from the normal waking state. It is the means for fathoming all the levels of ourselves and finally experiencing the center of consciousness within. Meditation is not a part of any religion; it is a science, which means that the process of meditation follows a particular order, has definite principles, and produces results that can be verified.

In meditation, the mind is clear, relaxed, and inwardly focused. When you meditate, you are fully awake and alert, but your mind is not focused on the external world or on the events taking place around you. Meditation requires an inner state that is still and one-pointed so that the mind becomes silent. When the mind is silent and no longer distracts you, meditation deepens.

### Importance

#### Improved Health

Meditation will improve your health by strengthening your immune system, reducing your blood pressure and lowering cholesterol levels.

Meditation is often of particular interest to people who are diagnosed with a chronic or potentially life threatening illness. People with serious medical conditions like cancer will sometimes turn to meditation as a means to enhance the process of healing and recovery. While meditation should never be used as a substitute for proper medical care, in some cases it can lead to medical breakthroughs and healing even when traditional medical treatments have been unsuccessful.

Of course, you do not have to be terminally ill to benefit from the healing effects of meditation! Even if you have just come down with a case of the flu, meditation will enhance the function of your immune system and help to you to rest more deeply, leading to a speedier recovery. Meditation also happens to be a wonderful way to alleviate headaches and to prevent them from recurring.

## Improved Sleep

Sleep is a totally natural human function, and it's something we need every day. But if you have a busy mind or if you are stressed then you may find that your sleep is not as restorative as it should be. Meditation dramatically improves the quality of your sleep and it is one of the most powerful natural treatments for insomnia. A great reason to meditate.

## Slowed Aging

Studies into the effects of meditation have shown that the regular practice of meditation can slow the aging process. The biological age of long term meditators is generally less than those of people who have never meditated. It is believed that the physiological cause of this is due to the fact that meditation helps to reduce the body's production of free radicals. Free radicals are organic molecules that are responsible for aging, tissue damage, and possibly some diseases.

## Emotional Stability and Positive Thinking

Meditation is a very powerful natural prescription for people who suffer from anxiety and/or depression, and it is also taught to people who have difficulty controlling their anger. However, you do not need to have a serious psychological condition for meditation to be of benefit to you! Every-day people who meditate generally enjoy a lot more.

## Happiness!

People who meditate are less stressed, healthier, they sleep better, and they have a more positive outlook on life. Simply put, meditation makes you a happier person!

## Success and Quality of Life

Think about this for just a moment...

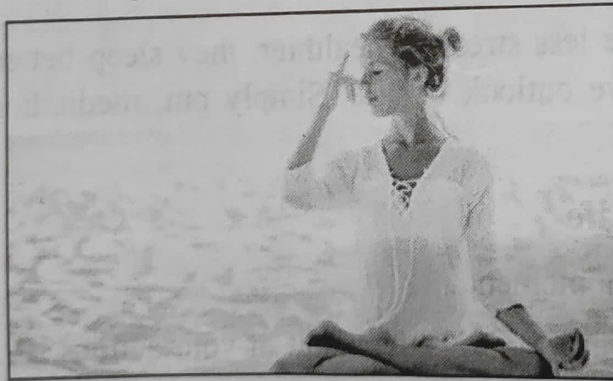
- Everything you achieve in life is the result of your actions.
- The actions you choose to take are the result of your decisions.
- The decisions you make are the result of your thinking processes.
- Your thinking processes are completely dependent on the quality of your mind.

If you really dwell on this realization you will begin to see how the entire course of your life is affected by the quality of the thoughts that you permit to circulate in your mind. As I mention in this article on the benefits of meditation, sometimes the difference between a great success and a monumental disaster in life is a seemingly insignificant little moment in which you give birth to a thought, and make a decision. It happens in that moment when you decide to turn left instead of right...in that moment where you choose between a peaceful response to a attractive smile of the person across the room, or the moment when you notice the miss that smile, that chance meeting, that new love. All of life is filled with these "opportunities to choose". Some are more significant than others, but all of them add up to the path that you will one day call "my life story".

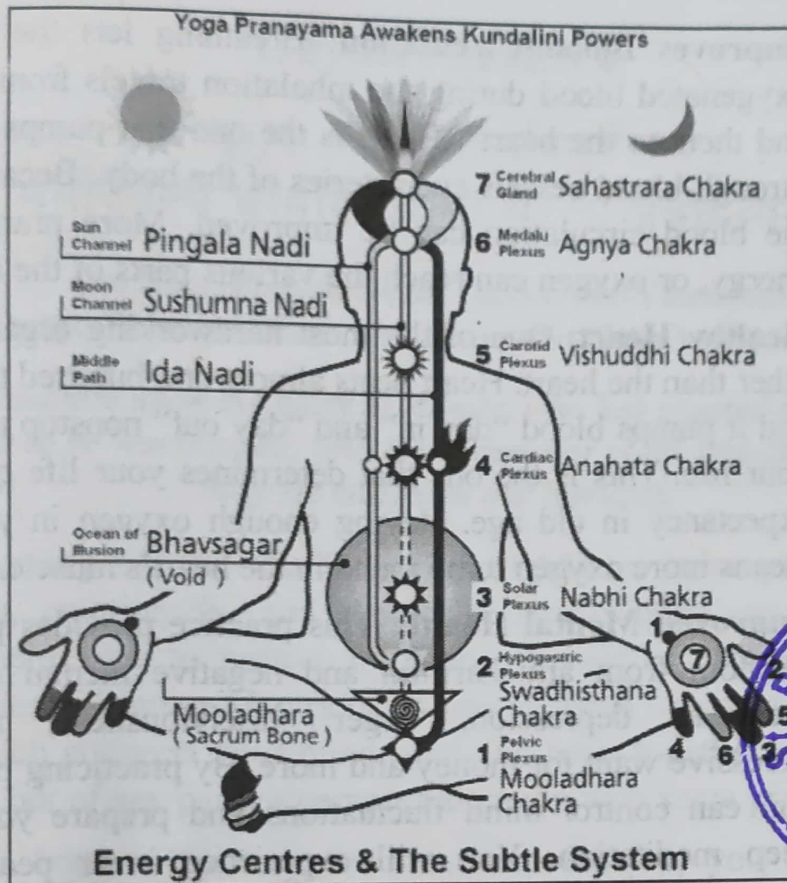
Meditation will help you to make wiser, more peaceful choices during everyday moments. This in turn leads to a life that contains more positive opportunities and fewer problems. Of all the reasons to meditate, this one is perhaps the least obvious, but it is also one of the most significant.

## ROLE OF PRANAYAMA

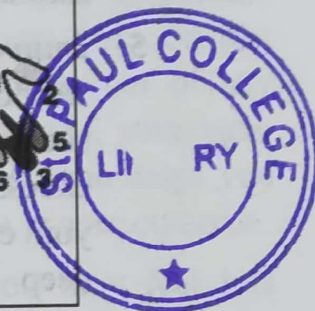
The word "Prana" stands for life force and this is believed to be the vital energy or life force that encompasses the body. This also serves as the link between the consciousness and the mind. It was believed that once the breath starts to wander, the mind also becomes unsteady. Once the breath is still, your mind is still as well.



Breathing is essential since this is the only way for you to send the "oxygen" inside the body and to other organs. People can survive the months without having a food on their play. But, they cannot do this without water. However, it is good to take note that they cannot "survive" several minutes without breathing.



3502



Once you understand the right breathing technique, this can create a huge impact to your thoughts and actions. Bear in mind that every thought can change your breath rhythm. If you are happy, breathing is rhythmic. If you are also stressed, your breathing will most often be interrupted or irregular. If you master the “art of breathing”, you can easily understand self healing.

## The Benefits of Pranayama

1. **Reduced Rate of Breathing:** With pranayama, you can teach yourself on how to breathe deeply and slowly. This will help you lessen the rate of breathing from 15 breaths per minutes to 5 to 6 breaths. Once you have successfully understood the process on how to reduce the breathing rate, you can also reduce the “wear and tear” of your internal organs. It relaxes the body’s nerves and tensions, lowers blood pressure and a lot more.
2. **Increases Life:** Based on the philosophy of Yoga, longevity of life depends on the breathing rate. As you lower your breathing rate, you also increase your life. For an instance, if tortoise only takes 4 to 5 breaths per minutes, it also has the ability to live for 200 years and more.

3. **Improves Blood Circulation:** Breathing lets the fresh and oxygenated blood during the inhalation travels from the lungs and then, to the heart". Heart is the one that pumps the blood through blood vessels and arteries of the body. Because of this, the blood circulation can be improved. More prana, cosmic energy, or oxygen can reach the various parts of the body.
4. **Healthy Heart:** One of the most hardworking organs is none other than the heart. Heart beats almost one-hundred times daily and it pumps blood "day in" and "day out" nonstop throughout your life. This is the one that determines your life quality and expectancy in old age. Having enough oxygen in your blood means more oxygen to be found in the heart's muscle.
5. **Improved Mental Health:** This practice provides people the freedom from any harmful and negative mental conditions such as depression, anger, lasciviousness, arrogance, excessive want for money and more. By practicing pranayama, you can control mind fluctuations and prepare yourself for deep meditation. You will experience inner peace, better concentration, better memory, better sleep, lightness of the body and more.

At Abhinam Yoga Schools, we emphasize the importance of Pranayama techniques which must be used before, during and after the asana for the deepening the yoga practice and the improving the students quality of life. The students participating in 200 hrs Yoga Teacher Trainings in India are taught pranayama theory from the basics of how to practice a full yogic breath up to fire, cooling, tranquilizing and healing pranayamas for own practice and to teach.

## MANTRAS

A mantra is one word or saying you repeat as you work your way through your prayer beads and into a deep meditative state. It's important to find one that speaks to you the most, so you can start eliminating the stress and anxiety that's holding you back.

## Gayatri Mantra

ॐ भूर्भुवः स्वः, तत्सवितुर्वरेण्यं ।  
भर्गो देवस्य धीमहि, धियो यो नः प्रचोदयात् ।

Om Bhur-Bhuvah-Svah, Tat-Savitur-Varenyam,  
Bhargo-Devasya-Dheemahi, Dhiyo-Yo-Nah-Prachodayaata.

*Let us meditate upon the glory of Ishwar, who has created this universe,  
who is fit to be worshipped, who is the remover of all sins and ignorance.  
May He enlighten our intellect.*

Chanting Mantra like Om, Gayatri Mantra helps you to become mentally, emotionally, and physically strong from any pain or fear which helps you to protect from any tension or coming out of any difficulties. Chanting Mantra helps you to focus on yourself, your inner God which connects your mind, soul and heart together who helps you to come out of any pain or complex situation with some proper outcome.

The bottom line is, with mantra meditation, you may feel less stressed after one session. With repeated practice, you may find yourself less reactive to future stress. Practicing mantra meditation is easy. Here's how:

**1. Set aside a few minutes and get into a comfortable position.**

At first, it's best to have a quiet room, free of distractions. With repeated practice, you may find yourself able to practice mantra meditation anywhere and under more chaotic circumstances.

**2. Choose a mantra for meditation.**

A mantra is a word or phrase that you repeat to yourself. It can be a non-sensical sound like 'Om,' or it can be a word or phrase like, 'Calm' or 'I'm at peace.' The words or sounds you choose aren't important as long as they are simple and comfortable for you to repeat.

**3. Close your eyes and repeat your mantra to yourself.**

As you do so, try to focus only on the sound and feel of your mantra and nothing else. If you find other thoughts creeping into your head, thank yourself for noticing, and gently redirect your attention to your mantra.



#### 4. Continue for several minutes.

That's it. Just continue to repeat your mantra and focus on the sound and the way it feels to make the sound. Redirect your attention away from distractions, and back to your mantra. You can start with 5- or 10-minute sessions and work up to 20 or 30; with mantra meditation, any practice time is better than none.

### Case Study: Anulom Vilom Pranayama for Brain

Anulom Vilom is natural brain tonic which helps to improve your mental strength within few seconds.



A case study was conducted to evaluate the effectiveness of Anulom vilom pranayam for brain functioning. A total of 30 males in the age range 60 to 70 years were administered to practice anulom vilom pranayam for 3 months. After this duration, there was a significant drop in anxiety and depression level for each of the participants.

Under stress, the whole physiology of the human body is influenced negatively. Your thoughts become negative, your pulse (heartbeat) rate escalates and you act in a hurry. A breathing technique like anulom vilom pranayam can really help here by promoting a positive body-mind relationship. It calms your mind, lowers the pulse rate and help you behave in a relaxed manner.

## Advantages of Anulom Vilom

It cures all the diseases that occur due to the disturbance of the 'Vata Dosha'. These include rheumatism, gout, diseases that are related to the reproductive organs, and cold.

The three doshas of Vata, Kapha and Pitta are also regularised with regular practice of anulom vilom pranayam.

- Blood pressure and diabetes can be cured completely with the regular and dedicated practice of this pranayama.
- Diseases of the muscular system are cured and are beneficial in arthritis, flatulence and varicose veins, acidity and sinusitis.
- Thinking becomes positive and you learn to overcome tension, anger, worry and forgetfulness, anxiety, uneasiness, high blood pressure, migraine and lack of sleep.
- Concentration, patience, resoluteness, decision-making ability and creativity also increase as advantages of anulom vilom pranayama.
- Increases oxygen supply throughout the body, making one feel calm and peaceful.
- Relieves stress, fever, eye concerns and ear issues.
- Improves blood circulation.
- Treats migraine, blockages in the arteries of the heart and chronic sinus problems.
- Transforms negative thoughts to positive.
- Controls obesity.
- Streamlines metabolism.
- Treats conditions of constipation, gastric, acidity, allergic problems, asthma, diabetes, gastric problems and snoring.

## NUTRITION

Nutrition is the intake of food, considered in relation to the body's dietary needs. Good nutrition – an adequate, well balanced diet combined with regular physical activity – is a cornerstone of good health. Poor nutrition can lead to reduced immunity, increased susceptibility to disease, impaired physical and mental development, and reduced productivity.

Good **nutrition** is an **important** part of leading a healthy lifestyle. Combined with physical activity, your diet can help you to reach and maintain a healthy weight, reduce your risk of chronic diseases (like heart disease and cancer), and promote your overall health.



In order for our bodies to function properly and stay healthy, it is important that we follow a good nutritious diet. Foods are made up of 6 classes of nutrients. These nutrients are **macronutrients** (protein, carbohydrates, fats), **micronutrients** (vitamins and minerals) and water.

## Benifits of Nutrition

### Heart Health

A diet low in fats, cholesterol and sodium can lower your risk of heart disease. The types of fat in your diet play a major role in your level of risk. Saturated and trans fats -- commonly found in red meats, fried foods, coconut oils, palm oils, margarines and packaged snack foods -- increase your risk and should be avoided. Diets that reduce your risk of heart disease are rich in fruits, vegetables, whole grains and low-fat dairy. Aim for four to five servings of fruits and four to five servings of vegetables per day.

### Bone and Teeth Strength

A diet rich in calcium keeps your bones and teeth strong and helps prevent bone loss associated with osteoporosis. Low-fat dairy products, such as milk, cheese and yogurt; dark green vegetables, such as bok choy and broccoli; and fortified foods, such as soy products, fruit juices and cereals are good sources of calcium. The Centers for Disease Control and Prevention recommends 1,000 milligrams of calcium daily for average adults ages 19 to 50. Vitamin D helps your body absorb calcium; choose products fortified with vitamin D to balance your nutrition.

## Higher Energy Levels

Increased energy levels are the immediate benefits of switching to a healthy diet. Eliminating excess fats, sugars and refined carbohydrates helps prevent blood sugar fluctuations. Examples of refined carbohydrates include candy and white breads. Unprocessed carbohydrates including whole grains, fruits and vegetables are most nutritious. This allows you to maintain steady blood sugar and constant energy levels as a result. Small, frequent meals also help maintain energy. In addition, eating a healthy breakfast helps keep you energized throughout the day. The American Council on Exercise recommends breakfasts, such as oatmeal with fruit, or a light sandwich.

## Brain Health

Proper nutrition increases blood flow to your brain, protecting brain cells and helping to prevent Alzheimer's disease. For a brain healthy diet, avoid fried foods and favor baked, steamed and grilled foods. Also, eat dark fruits and vegetables such as kale, spinach, broccoli, prunes, raisins, blueberries, raspberries, plums and cherries. Almonds, walnuts, pecans and other nuts are great sources of vitamin E, which along with other vitamins, also helps fight Alzheimer's disease.

## Weight Control

To prevent weight gain, you must eat no more calories than you burn each day. For weight loss, you must eat fewer calories than your body burns daily. Healthy and nutrient-dense foods, such as fruits, vegetables, whole grains and lean proteins, typically contain fewer calories than sodas, sweets and fast food meals. Shedding excess pounds reduces your risk of obesity-related conditions such as type-2 diabetes, clogged arteries and thyroid dysfunction.

- lower doctor visits for physical symptoms
- decreased use of mental health inpatient facilities
- increased quality of life and overall life satisfaction

## MUSIC

Listening to music can have a tremendously relaxing effect on our minds and bodies, especially slow, quiet classical music. This type of music can have a beneficial effect on our physiological functions, slowing the pulse and heart rate, lowering blood pressure, and decreasing the levels of stress hormones. Music, in short, can act as a powerful stress management tool in our lives.



As music can absorb our attention, it acts as a distraction at the same time it helps to explore emotions. This means it can be a great aid to meditation, helping to prevent the mind wandering.

Musical preference varies widely between individuals, so only you can decide what you like and what is suitable for each mood. But even if you don't usually listen to classical music it may be worth giving it a try when selecting the most calming music.

When people are very stressed, there is a tendency to avoid actively listening to music. Perhaps it feels like a waste of time, not helping to achieve anything. But as we know, productivity increases when stress is reduced, so this is another area where you can gain vast rewards. It just takes a small effort to begin with.

To incorporate music into a busy life, try playing CDs in the car, or put the radio on when in the bath or shower. Take portable music with you when walking the dog, or put the stereo on instead of the TV. A person with clinical depression or bipolar disorder might listen to music to help with their worst, lowest moods.

Singing (or shouting) along can also be a great release of tension, and karaoke is very enjoyable for some extroverts! Calming music before bedtime promotes peace and relaxation and helps to induce sleep.

## Research on Music

Music has been used for hundreds of years to treat illnesses and restore harmony between mind and body. But more recently, scientific studies have attempted to measure the potential benefits of music. These research studies have found:

- Music's form and structure can bring order and security to disabled and distressed children. It encourages coordination and communication, so improves their quality of life.
- Listening to music on headphones reduces stress and anxiety in hospital patients before and after surgery.
- Music can help reduce both the sensation and distress of both chronic pain and postoperative pain.
- Listening to music can relieve depression and increase self-esteem ratings in elderly people.
- Making music can reduce burnout and improve mood among nursing students.
- Music therapy significantly reduces emotional distress and boosts quality of life among adult cancer patients.

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## NON-VIOLENCE IN STRESS CONTROL (AHIMSA)

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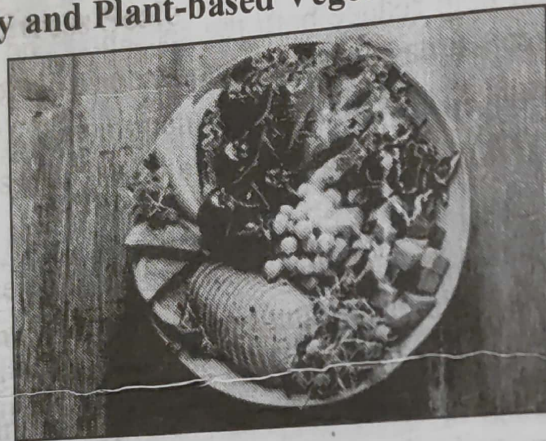
Practicing the art of *ahimsa* (non-violence), the very first *Yama* of *Patanjali Yoga Sutras*, involves refraining from the intention of causing physical and psychological pain to any living being, and the conscious integration of compassion into every aspect of daily life. It is not merely a passive state of refraining from violence -- *ahimsa* implies the active expression of compassion. It not only encompasses our philosophical attitudes towards war and killing, but directly impacts our daily interactions with family, friends, colleagues and neighbors; the way we earn a living and

how we spend our money; the kind of food we eat; our relationship with the environment; how we treat animals and other species; and how we view politics, business and education.

The yogis of the past practiced *ahimsa* as part of their spiritual development. Practicing *ahimsa* takes courage and skill and challenges us on both the physical and mental level. Refraining from thoughts and words that can cause pain to others, and refraining from retaliating when insulted or unjustly criticized, are some common examples of *ahimsa*.

## How can I practice *Ahimsa* in my everyday life?

### 1. Eat a Healthy and Plant-based Vegetarian Diet



#### Write An Ahimsa Journal

#### Take the 30-day challenge:

#### Go on the special Mood and Energy Enhancers Diet for the next 30-days

Just for the next 30-days, go on a special diet plan.

Include only healthy vegetarian food in your diet plans and let us know how you feel:

Journal your observations about your energy levels, moods, emotions, and thoughts.

For better experience, add 30-minutes of yoga practice too.

We would like to hear from you.

Share your experience with us at [blog@us.artofliving.org](mailto:blog@us.artofliving.org)

Our body is a precious gift, and we must honor and respect it. Through this body, we exist in this world and enjoy and accomplish amazing things. To nourish and love our body fully, we should know

and understand what we are eating and where it comes from. Nourish the body with fresh, healthy, nutritious, wholesome, organic, plant-based foods. *Treat your body as a holy place that does not thrive on unhealthy or junk food and the deaths of other creatures.* Some of the biggest animals in the world thrive on nothing but plant-based food! Today, more and more people are turning towards vegetarianism and veganism because of its immense health benefits. In addition, according to scientists, consuming a non-vegetarian diet is bad for the environment and is one of the biggest causes of global warming.

Besides eating a fresh, pure vegetarian or vegan diet, it's also recommended to avoid alcohol, coffee, drugs, smoking, using microwave ovens, overeating, eating extremely spicy food, eating in a hurry, eating while you're in a bad mood or watching TV, and arguing while eating, as much as possible. These are all things that are considered to be harmful to the body and the mind. Learn more about eating with *Ahimsa* with why the wise go on veg with yoga and Yoga in the Kitchen.

**Balance:** If cutting out certain things from your diet causes you harm, then it's important to consider what works best for your unique body. Don't feel guilty, because that is also one form of violence. Try your best to follow *ahimsa* as much as you can.

## 2. Cultivate the Seeds of Positive and Loving Thoughts

The mind is the most powerful tool in our possession. Everything begins from this point. Our thoughts and emotions play such a big role in our overall well-being. The way we think and feel is proven to be connected even to our immunity, our brain, and our cells and genes.

Gurudev Sri Sri Ravi Shankar explains, "Often, useless weeds grow without any cultivation. You do not have to make any effort, they just grow. A useful plant needs some attention. All the unwanted, unnecessary doubts, thoughts which are there need not be sown, they just come up by themselves. By swadhaya (self-study), by attention, you can weed them out and keep only those which are essential."





If we don't weed seeds of negativity, of self-harm, of self-criticism, those weeds begin to grow and multiply. Rather than celebrating the gift that we are, we start to judge, compare and criticise ourselves and others. *Himsa*, or violence, at the level of thoughts, slowly gets translated into words and actions. If you are constantly critical of yourself, you will inevitably be critical of others. If the only thoughts going through your head are negative, there is a minimal chance that you are sending positive vibes into the world. Coming from the space of accepting and appreciating the innate beauty, wholeness, and imperfect perfectness in ourselves and people around us will strengthen the roots of *ahimsa* in us.

- Love, hug and be kind to yourself
- Practice self-forgiveness
- Give genuine compliments
- Go on a criticism fast for a week, for a month, for a lifetime
- Observe your anger and learn how to deal with it. Here are few useful reads:
  - Being Free from Anger
  - Control your Anger before it Controls You
  - 5 Tips on How to Deal with Anger
- Provide listening ear, practice empathy
- Perform random acts of kindness
- Try to make someone else smile. It will make you smile too!
- Say what you're grateful for when you wake up and, say what you're thankful for as you reflect on the day before you go sleep
- Chant, sing, dance, celebrate your very existence

### 3. Make Sure not to Skip Your Meals and zzz's



When I am hungry, sleepy, tired, and bored, I tend to become short-tempered, impatient, and just plain grumpy, out of balance in general. These states indicate low *prana* (vital energy). When our *prana* is low, it is difficult to practice *ahimsa* and be compassionate to others. So make sure that you maintain high *prana* in yourself. Food, sleep, breath, and maintaining a calm and happy state of mind are great sources of energy that help maintain high *prana* in ourselves. Learn more about these sources in the Art of Living Happiness Program.

### 4. Ahimsa on the Wheels - Be a Calm Driver



There are moments while you're in your car and someone cuts you off really aggressively and you might witness a slew of angry, negative thoughts run through your head and perhaps some of those even spill out of your mouth. Driving aggressively or getting angry with another aggressive driver both account for *Ahimsa*. *Ahimsa* inspires you to curb that too.

## 5. Care for the Mother Earth and Our Ecosystem



Trying to live each day as environmentally friendly as possible is a great way to practice *ahimsa*. Here are a few ways, we can express our care for Mother Earth.

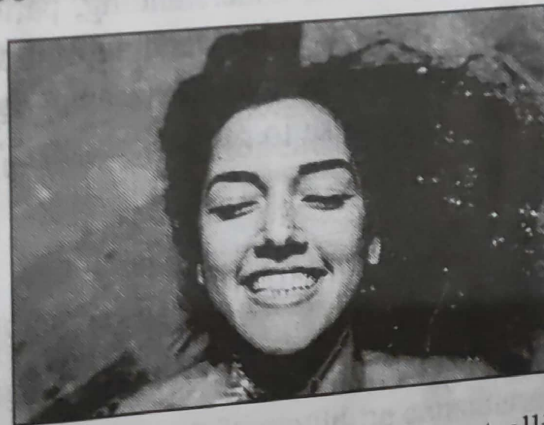
- Taking staircases instead of elevators; walking and riding bikes instead of using a car, and carpooling whenever possible.
- Bringing cloth or plastic reusable bags whenever you go grocery shopping
- Supporting local businesses, and shopping at the local farmers markets or produce shops.
- Switching to natural products to minimise the use of harmful chemicals
- Minimising paper products and using recyclable containers
- Planting trees
- Being mindful while using all natural resources
- Composting our food scraps
- Opting for eggs from cage-free hens or milk from grass-fed, synthetic hormone free cows
- Trying out being vegan for a week, or even slowly phasing out meat from your diet by practicing Meat-free Mondays
- Learning where our clothes and other objects come from, and choosing ethical companies and providers
- Going on a technology fast once or twice a month

## 6. Use Your on-mat Yoga Practice for...Practice

It's easier to consider *ahimsa* in our yoga practice and then try to translate it to our life. For example, when practicing yoga,

- Do you do your sadhana (practice) in a disciplined manner or as per your mood?
- Do you harm yourself in any way by either being too pushy or being too lazy?
- Do you deny your body rest when needed?
- Do you pay attention to your breath?
- Do you glance at the other students in the yoga studio and compare yourself to them?
- Do you base your self worth on whether you can do a certain pose or not?
- Do you think how ugly your toes look when you are doing a forward bend or roll your eyes in sarcasm at your love handles in a side bend?
- Do you get mad at yourselves for your chattering mind in savasana or in meditation?
- These are good questions to observe ourselves on the mat and bring some ahimsa into our yoga practice. Soon it will start oozing out into other parts of your life as well.

## 7. Just Let it Go



Sometimes we just need to put a stop to controlling everything and need to let go and let things flow. A compulsive need to control is just a product of various fears that we have. Fear is the basis of violence and aggression. When we start letting go preconceived ideas or outcomes, we start feeling more at peace with ourselves, others around and situation that we are in.

## 8. Resolve Conflicts by Peaceful Measures

Conflicts are part of life, everywhere - in relationships, at work, between communities and nations. Gurudev Sri Sri Ravi Shankar, who is globally considered a champion of conflict resolution, says, "Turbulence is a part of this world, whereas making peace is the nature of our spirit. If with a strong resolve and skill, we are able to remain centered in peace, it does not remain limited to just us, it begins to calm down the turbulence around us as well."

There are usually two sides to any conflict, and no matter who strikes first, eventually both sides are wounded. Conflict arises in the first place because both sides stick to their stand, yet to resolve the issue, both need to rise above and look at the larger picture. Breakdown of communication is a major cause of any conflict and thus, peaceful dialogue and negotiation is an important tool in resolving it.

Remembering that everyone is fighting a hard battle, and that everyone is looking to be loved for all that they are, is a good place to start with. The spirit is nourished by loving others. Let us be mindful and practice *ahimsa*; whenever you hear that voice of negativity, of hatred and the violence that comes with it, make the conscious choice to silence it and replace it with something kind. *Ahimsa* in action is the practice of gentleness, compassion, understanding, patience, and love... Let me be patient today. Let me be understanding of a difficult situation, to actually be compassionate in a given circumstance. As the Dalai Lama said, "be the change you wish to see in the world."

## 9. Practice Meditation



When our lives are going well, practicing *ahimsa* seems easy enough. But when stress and fear start to pile up, our best intentions evaporate. Human beings are emotional creatures, and what we choose to do with our emotions says a lot about how spiritually mature we are.

The yogis say that to create a peaceful, harmonious environment at home, at work, or in our community, we must first find peace within ourselves. By observing our habitual reactions and their consequences, we can learn to pause, take a deep breath, and readjust. As we step back and witness, we can choose to respond in new, more loving and accepting ways.

I find committing to a daily practice of *Sahaj Samadhi Meditation* has helped me tremendously. When I observe negative self-talk occupying my mind, I replace it with my *Sahaj mantra*. This is a powerful way to create a positive vibration in the mind, one that helps us identify with our higher self. Even meditating for five minutes deepens our connection with the inner source of unconditional love and wisdom. If we honor this daily commitment, slowly, over time, our mantra and meditation will loosen and untie the subtler knots that bind us from being our real self. As we choose to live more from our inner center and feel the sense of oneness with others, our personality expands, and we become more kind, loving, forgiving, and compassionate. *Ahimsa*, at its core, points to the underlying unity in all creation—at the deepest level, we are one and the same. This awareness gradually unfolds as we progress in our spiritual practices.

### **10. Get Involved with Non-violent Initiatives to Help Spread Peace**

There are many charities who are committed to stop violence and bring peace. As yogis, let us be ambassadors of peace and support such initiatives, not only to strengthen our personal practice of *ahimsa*, but also to expand it to make a global impact. If you would like to host the screening of a film "From India with Love" which is based on the true story of transformation of victims of violence, [click here for more information](#).

Lastly, remember the wisdom of the sage who reminded a bruised snake he had once advised to practice *ahimsa*: "I told you not to bite, but I didn't tell you not to hiss." Being kind does not mean that others should abuse you, so use proper discrimination and see if your interactions require you to be more firm and truthful. By taking care of our needs in a balanced and clear way we become healthy, happy, and calm. Then, from that place of balance and wholeness, we naturally want to extend ourselves to others—our family and friends, co-workers,

community, the earth, everyone and everything -- with love and compassion.

Practice of *ahimsa* is a work in progress and let us not expect drastic changes over night. It takes time to make new habits and behaviors. Let us take one day at a time and sooner or later we will see that we are established in *ahimsa*. A strong intention and loving patience will make it happen.

But in the meantime, let us remember the butterfly effect that is responsible for the hurricane at a far away place just by fluttering its wings, *know for sure that each kind gesture you make is not only strengthening you but also is creating an impact somewhere.*

## Questions

### Q.1. Fill in the Blanks:

1. \_\_\_\_\_ was the first sign of general adaption syndrome and occurred in Selye's rats in the duration between 6 and 48 hours.
2. \_\_\_\_\_ is an automatic reaction that triggers a physical response to a stimulus.
3. \_\_\_\_\_ helps to eliminate the chatter of the mind.
4. \_\_\_\_\_ Yoga is concerned with selfless work and good deeds.
5. \_\_\_\_\_ is a word which is repeated as you work your way through your prayer beads and into a deep meditative state.

### Answers:

1. Alarm Reaction Stage, 2. Physiological Response, 3. Meditation,
4. Karma, 5. Mantra

### Q.2. Write Short Notes on:

1. Meditation
2. Yoga
3. Pranayama

### Q.3. Answer the Following:

1. Explain the concept of Mantra.
2. Explain different types of Yoga?

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## Chapter 4

# STRESS MANAGEMENT LEADING TO SUCCESS

## EUSTRESS

### Concept

The term eustress was created by Hungarian endocrinologist, Hans Selye. Eustress is positive stress that is healthful, improves your well being, and results in satisfaction. It's counterpart is distress which has all of the negative effects of stress we hear about like physical and mental illness.

Some great examples of eustress are:

- Exercising
- Watching a suspenseful movie
- Competing in a contest
- Riding a roller coaster
- Giving birth

With each of the experiences/activities above, you are under a certain level of stress. However, the stress results in a feeling of accomplishment, satisfaction, and general happiness. When you're out jogging, you're putting physical stress on your body. Your legs are aching, your heart is racing and you feel like stopping. But after the run is over, you feel much better about yourself. Your lungs are stronger, your muscles are building, and you're mentally refreshed. Another added benefit is that your body releases endorphins, which improves your mood and combats emotional problems such as depression.



## Factors Affecting Eustress

Eustress provides fun and excitement in our lives. It gives us a reason to wake up every morning and strive for something. I like to think of eustress as a form of motivation. If everything in life was easily attainable, there would be little to no reason to do anything challenging or difficult.

Eustress also gives us an appreciation for life and the ordeals we encounter every day. Think of a pregnant mother who goes through physical and mental stress for 9 months carrying a child. Once the child is born, the attachment the mother has to the baby is a direct reflection of all of the stress she endured to give birth.

When a student works hard, studies faithfully and is dedicated to their education, getting a college diploma is one of the greatest feelings in the world. In the case of a pregnant mother or a hard working student, the stress they go through to achieve positive results provides them with a new level of satisfaction and appreciation.

Positive stress will also make you look at life differently. Since the word stress is seen as negative, stressful situations are thought of as pitfalls and setbacks. Eustress turns those stressful situations into challenges instead of threats. This is why you get the feelings of excitement and joy from finishing a project at work, home or school.

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## STRESS MANAGEMENT THERAPY

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### Concept

Since stress is something that everyone experiences, many people believe that they should be able to cope with it on their own, but some people need more assistance than they can provide to themselves. Professional help from a therapist can be highly beneficial in giving people an outlet to talk about their stress, learning to identify the main causes of stress in their lives, and learning how to incorporate tools for reducing stress into their everyday activities.

### Types of Stress Therapy

Psychotherapy – This type of therapy takes place with a psychologist, psychiatrist, or other mental health professional. In

psychotherapy, people are encouraged to discover the underlying causes of their stress so they can learn strategies for improving their quality of life.

**Behavior Therapy** – There are several types of behavioral therapy. Cognitive-behavioral therapy (CBT) is one of the most ways to deal with stress. In CBT, people are taught to recognize and change negative thought patterns and apply different tools to help them improve their negative-self talk to be more positive. For relieving stress, this means people can learn to be less hard on themselves and to recognize that it's ok to reduce some of their burden without seeing themselves as a failure.

**Alternative Therapies** – In addition to traditional methods of stress therapy, there are many things that an individual can do to alleviate their stress. Activities like exercise, yoga, acupuncture, massage, meditation, and social support are all useful tools to try if a person is faced with intense feelings of stress or pressure.

## Benefits of Stress Management Therapy

**Therapy** can help you handle emotions from problems or stressors, even if they aren't dramatically life-altering or traumatic. **Therapy** is well-known for its problem-solving techniques and reputation as a tool for overcoming anxiety, depression and addiction.

### Benefits:

- decreased problems with daily living
- increased sense of joy and contentment
- repaired and enhanced relationships
- improved functioning at work, often leading to financial stability
- increased activity, reduced social isolation
- fewer doctor visits for physical symptoms
- decreased use of mental health inpatient facilities
- increased quality of life and overall life satisfaction

## STRESS COUNSELLING

Talking with a professional about the difficulties you're experiencing can help you understand any underlying issues that may be causing your stress - for example, low self-esteem. Working with your counsellor, you will then be able to identify your personal stress triggers and discuss ways of coping with them.

## VALUE EDUCATION FOR STRESS MANAGEMENT

Stress Management is nowadays most desirable part of each and every individual. Not only in Schools, the students are thought about this topic, but it is mandatory to share the value of techniques of stress management in Companies, Parents, Teachers, and other places.

Some Stress Management Training includes:

### 1. Stopping Self Sabotage

Sometimes in a wedding we feel shy to dance, though our mind is ready to dance, but somehow we step back. Self sabotage means to disallow oneself to step ahead by getting involve in some activity. For example, sometimes we feel confused to ask someone for a help or unable to take decision for a party or being socialize. One should get out of such situation and play a active role in facing the situations.

### 2. Eliminating Stress from Physical Environment

Comfort zone plays an important role in terms of physical environment. Even that includes hygiene. For example, we need to use washrooms which is full of hygiene and cleanliness. In office, we sit in a chair for nine hours, the chair should be comfortable. So there are many ways a physical environment should be as comfortable as mental environment.

### 3. Various Mental Techniques

One should avoid unwanted stress, positive thought, and meditation are the major mental techniques.

Thus, value education for stress is necessary not only for parents for school students, but it is useful in companies, colleges, workplaces and to an individual.

## STRESS AND NEW TECHNOLOGY

- Too much smartphone use increases the occurrence of depressive symptoms in both men and women;
- Here's an interesting fact for you: the same study showed that men who intensively used computers were more likely to suffer from sleep disorders;
- The combination of heavy smartphone and computer use further increases the risk of depressive symptoms, sleeping disorders, and stress.

Here are 4 ways technology can increase your stress without you even noticing:

- It makes you rush. Workers and students are expected to use productivity apps that help them do more in less time. It seems like we're being pushed to become faster and more productive by the way and we fail to understand our own limits.
- *Technology is constantly evolving, so we feel responsible to be on track with the latest devices and software. We're continuously adapting our methods and skills, and that leads to additional stress.*
- *Connection* becomes an addiction. We see smiley faces all over Instagram, and we don't realize that most of them are fake. We feel like we have to match that ideal life, but our reality is different. Those comparisons make us depressed.
- The light from computer and TV screens throws off our circadian rhythm. That's why it's hard to fall asleep after looking at the screen for the entire day, although you're very tired.

## STRESS AUDIT PROCESS

A definition of a stress audit is that it is both a methodology and process of understanding the causes of stress, the adaptation or response to stress, and of identifying potential stress management techniques or a stress management strategy to use in particular situations or circumstances.

Addressed are the overall patterns of sources of stress, for example stress which originates from career progression, the job itself, the job role, company or organizational structure, interpersonal relationships, and the home/work interface.

The response patterns of individuals to the sources of stress which may be present and other potential stressors are examined. Potential remedial actions can be identified and an organizational response can be informed.

## Benefits of Auditing Stress

The benefits of auditing stress include:

- The organization is seen to address a difficult topic, directly and openly, thereby enhancing its reputation as a caring employer while discharging its duty of care.
- Individuals are encouraged to talk: as a subject, 'stress' becomes valid (though the way in which it is talked about needs to be thought through carefully, for a number of reasons).
- Long-term health and performance related issues may be identified and addressed.
- Stress management interventions can be targeted to address specific needs, saving wasted effort and costs associated with addressing issues haphazardly.
- Individuals and the organization can benefit mutually.
- Change can be focussed on positive, efficiency enhancing practices.
- Costs, especially 'hidden' inefficiency costs, can be substantially reduced.
- The potential consequence costs associated with doing nothing may be avoided.
- The benefits can be measured on a number of dimensions and a return on investment can be shown.

## Phases of a Stress Audit

Once the organization's brief is understood and properly considered, an audit typically will have a life comprising of seven distinct phases:

### Phase 1

The audit plan is carefully presented within the organization.

### Phase 2

Background contextual information is collected, usually by interview.

### Phase 3

Appropriate diagnostic measures are developed and selected; these focus on the causes and effects of stress, and intervening biographical and coping-related data (example self-report measures can be accessed on our public, free test site: Stress Tests - Real Tests Online .com).

### Phase 4

The chosen diagnostic measures are deployed, as appropriate. Information collected from the returned diagnostic measures is analysed.

### Phase 5

Participants are given individual feedback of the results at a personal level and in a confidential way.

### Phase 6

A report of the audit findings, together with recommendations regarding appropriate remedial action is produced for senior management. Typically, the report would go on to address matters which the organization may wish to consider broadly when developing a stress management strategy or policy framework, for example.

### Phase 7

Appropriate interventions or backup steps are implemented if required - introducing stress management programmes or counselling, for example.

The phases above represent those a typical stress audit may go through. However, the precise nature of a situation and the specific

needs of the organization will dictate and inform the actual process to be followed.

## The Outcome of a Stress Audit

The actions which can be taken following an audit usually will accord with the nature of the findings.

Programmes of stress management often include one or more of the following outcomes:

- Career coaching.
- Enhanced employee participation, especially in change processes.
- Improvements in the physical work environment.
- Improvements in the psychological climate of the organization.
- Job redesigning.
- Physical fitness or 'well-being' programmes.
- Seminars on job burnout, helping employees improve their understanding of stress and its effects.
- Role analysis workshops.
- Working relationship/interpersonal communications improvement workshops (a particular specialism of PGA Group Consulting Psychologists).

## ASSESSMENT OF STRESS

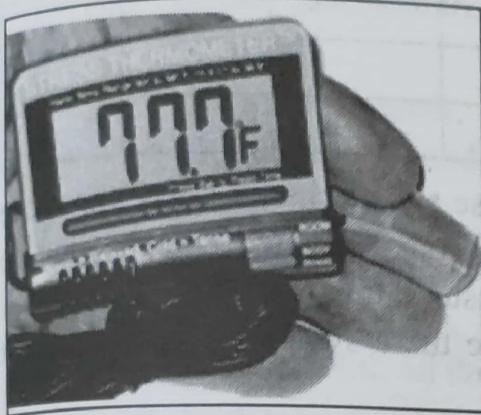
### Tools

#### Hand Fidget Spinner

The fidget spinner has been framed as just a toy but also as a stress-relief tool, a classroom menace, a treatment for ADHD, and a possible salve to smartphone addiction, among other things.



## Stress Thermometer



The Stress Thermometer will give you highly accurate information on how stress (and even stressful thoughts) affect your body. Watch your temperature plummet 10 degrees just by thinking about your angry boss

## Methods

### 1. Assessment of Stress

Stress is a necessary part of our lives and can have both beneficial and negative effects. The stress response is primarily determined by our perception of an event, transition, or problem. Finding a balance in our lives and managing our stress can be a challenge. An important first step is recognizing the degree to which we are affected by the stress in our lives and then move toward strategies to make it better.

The following are series of self-assessment scales to help us determine the degree and type of stress we are experiencing and how well our stress coping skills are working.

### 2. Symptoms of Stress:

How frequently do you find yourself experiencing such problems as headaches, problems going to sleep or staying asleep, unexplained muscle pain, jaw pain, uncontrolled anger, and frustration? Using the table below, assess the frequency that you experience these common symptoms of stress.

**Frequency of Symptoms**

| Symptoms      | Almost all day | Once or twice daily | Every night or day | 2-3 times per week | Once a week | Never |
|---------------|----------------|---------------------|--------------------|--------------------|-------------|-------|
| Headaches     |                |                     |                    |                    |             |       |
| Tense muscles |                |                     |                    |                    |             |       |
| Fatigue       |                |                     |                    |                    |             |       |



|              |  |  |  |  |  |  |
|--------------|--|--|--|--|--|--|
| Anxiety      |  |  |  |  |  |  |
| Irritability |  |  |  |  |  |  |
| Insomnia     |  |  |  |  |  |  |
| Depression   |  |  |  |  |  |  |
| Restlessness |  |  |  |  |  |  |

The more often you experience these symptoms of stress, the more likely stress is having a negative impact on your life. You may be so used to feeling a certain way that you assume this is normal. Look back over the Symptoms of Stress Table. Are there symptoms of stress that you would like to eliminate or change?

## 2. Perceived Stress Scale

A more precise measure of personal stress can be determined by using a variety of instruments that have been designed to help measure individual stress levels. The first of these is called the Perceived Stress Scale.

The Perceived Stress Scale (PSS) is a classic stress assessment instrument. This tool, while originally developed in 1983, remains a popular choice for helping us understand how different situations affect our feelings and our perceived stress. The questions in this scale ask about your feelings and thoughts during the last month. In each case, you will be asked to indicate how often you felt or thought a certain way. Although some of the questions are similar, there are differences between them and you should treat each one as a separate question. The best approach is to answer fairly quickly. That is, don't try to count up the number of times you felt a particular way; rather indicate the alternative that seems like a reasonable estimate.

For each question choose from the following alternatives:

- 0- Never
- 1- Almost never
- 2- Sometimes
- 3- Fairly often
- 4- Very often

- (i) In the last month, how often have you been upset because of something that happened unexpectedly?

- (ii) In the last month, how often have you felt that you were unable to control the important things in your life?
- (iii) In the last month, how often have you felt nervous and stressed?
- (iv) In the last month, how often have you felt confident about your ability to handle your personal problems?
- (v) In the last month, how often have you felt that things were going your way?
- (vi) In the last month, how often have you found that you could not cope with all the things that you had to do?
- (vii) In the last month, how often have you been able to control irritations in your life?
- (viii) In the last month, how often have you felt that you were on top of things?
- (ix) In the last month, how often have you been angered because of things that happened that were outside of your control?
- (x) In the last month, how often have you felt difficulties were piling up so high that you could not overcome them?

## Results

You can determine your PSS score by following these directions:

First, reverse your scores for questions 4, 5, 7, & 8. On these 4 questions, change the scores like this: 0 = 4, 1 = 3, 2 = 2, 3 = 1, 4 = 0.

Now add up your scores for each item to get a total. My total score is \_\_\_\_\_.

Individual scores on the PSS can range from 0 to 40 with higher scores indicating higher perceived stress.

Scores ranging from 0-13 would be considered low stress.

Scores ranging from 14-26 would be considered moderate stress.

Scores ranging from 27-40 would be considered high perceived stress.

The Perceived Stress Scale is interesting and important because your perception of what is happening in your life is most important. Consider the idea that 2 individuals could have the exact same events and experiences in their lives for the past month. Depending on their perception, total score could put one of those individuals in the low

stress category and the total score could put the second person in the high stress category.

### 3. The Ardell Wellness Stress Test

Don Ardell developed a stress assessment that is unique in its holistic approach to stress. In chapter one, you learned about the importance of incorporating all dimensions of health in your understanding of stress. The Ardell Wellness Stress Test incorporates physical, mental, emotional, spiritual, and social aspects of health for a balanced assessment.

Rate your satisfaction with each other of the following items by using this scale:

+3= Ecstatic

ery happy

+1= Midly happy

0= Indifferent

-1= Midly disappointed

-2 = Very disappointed

-3= Completely dismayed

1. Choice of career
2. Present job/ business/ school
3. Marital status
4. Primary relationships
5. Capacity to have fun
6. Amount of fun experienced in last month
7. Financial prospects
8. Current income level
9. Spirituality
10. Level of self-esteem
11. Prospects for having impact on those who know you and possibly others
12. Sex life
13. Body, how it looks and performs
14. Home life

15. Life skills and knowledge of issues and facts unrelated to your job or profession
16. Learned stress management capacities
17. Nutritional knowledge, attitudes, and choices
18. Ability to recover from disappointment, hurts, setbacks, and tragedies

### **Ardell Wellness Stress Test Interpretation**

+ 51 to + 75-You are a self-actualized person, nearly immune from the ravages of stress. There are few, if any, challenges likely to untrack you from a sense of near total well-being.

+ 25 to + 50-You have mastered the wellness approach to life and have the capacity to deal creatively and efficiently with events and circumstances.

+ 1 to + 24-You are a wellness-oriented person, with an ability to prosper as a whole person, but you should give a bit more attention to optimal health concepts and skill building.

0 to - 24-You are a candidate for additional training in how to deal with stress. A sudden increase in potentially negative events and circumstances could cause a severe emotional setback.

- 25 to - 50-You are a candidate for counseling. You are either too pessimistic or have severe problems in dealing with stress.

- 51 to - 75-You are a candidate for major psychological care with virtually no capacity for coping with life's problems.

### **Some other Tools and methods to relieve one from stress:**

In today's stressful world of bigger-better-faster, the demands can be overwhelming. Finding a way to unplug from the demands of work, school, family and everything else is crucial if you want to remain healthy and productive.

There are certain tools which can be useful to step away from the chaos for atleast few minutes every day:

#### **1. Sort out the priorities and Learn to say NO**

When you don't set priorities, you tend to follow your own path no one will value you and then later you cope up with stress and unhappiness. Thus, one should say NO I you have set your priorities. Unless and until you wont value yourselves, you cannot achieve your

dreams and other goals. And of this negative practice continuous, then one day you don't see feel to see any goals and achievements and due to this, someone else reaches to sky where you are still in the ground..

## 2. Rejuvenation through meditation

One of the best activities for reducing stress and improving health is meditation. Before you derogate meditation to the realm of Buddhist monks or hippies, let's take a closer look.

At its most basic level, meditation helps you take a deliberate break from the stream of thoughts that are constantly flowing in and out of your mind. In so doing, your pulse, breathing and heart rate begin to slow; your muscles relax, and your mind enjoys the peace that comes from the silencing of racing thoughts. Some people use meditation to promote spiritual growth or inner peace, while others use it simply as a relaxation and stress-reduction tool.

Meditation has been shown to produce beneficial brain changes, both short and long term, such as improved attention span and better focus, even amidst distractions..

## 3. Emotional Freedom Technique

It is one of the most favorable techniques which involve tapping with fingertips on specific meridians while voicing positive affirmations.

It is based on the same energy meridians used in traditional acupuncture to treat emotional and physical ailments—but without the needles! It is basically “psychological acupuncture.” It allows you to clear out the negative emotional energy from your system, thus restoring balance to your mind and body..

## 4. Free three

Free three is nothing but: Laughter, Music and Nature.

Laughter is of particular note because there are scientific studies that lend support to the notion that laughing is beneficial for your health. In one such study, Japanese researchers discovered that diabetics enjoyed a significantly smaller spike in blood sugar after a meal when they watched a comedy show, compared to listening to a “boring lecture.”

Listening to relaxing music or taking a short walk outdoors are also effective ways of unplugging from the chaos of daily life.

## 5. Give some time to your pets

Research says that people who talk to their pets are more active than others. It is just because when you interact with your pet it helps you to improve your mind and physical health. The presence of animals reduces the anxiety especially when you face some stressful situations.

## Gadgets for Stress

### 1. Nox Music Smart Sleep Light



The minute we lay our head on the pillow can be the most stressful time of the day for some people. All of the day's drama (and some from months past) can rush into your mind, keeping you awake longer—and thus less equipped to handle the next day's stress. Nox not only measures your sleep patterns like a sleep monitoring device, it helps you fall asleep faster via a light that produces red wavelengths, which it says raise melatonin levels.

### 2. Spire Mindfulness and Activity Tracker

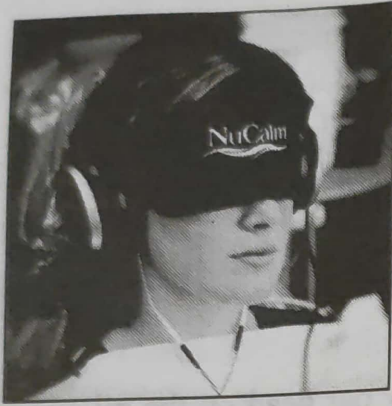
While exercise certainly helps to reduce stress, keeping track of the number of steps you take during the day doesn't. Spire is more than a typical activity tracker, though. The device works with your phone to gently remind you to take a moment to unwind, which can prevent daily tension from building to a boiling point.

### 3. Muse



Muse is a wearable brain sensing headband. The device measures brain activity via 4 electroencephalography sensors. An accompanying mobile app converts the EEG signal into audio feedback that is fed to the user via headphones.

#### 4. NuCalm



NuCalm is a clinical system designed to help your mind and body relax naturally within just minutes. It is designed by a neuroscientist which helps to treat patients with post-traumatic stress disorder, NuCalm works by using bio-chemistry, physics and neurophysiology to rapidly and reliably relax brain and body functions. So there

are no side effects, and there is no recuperative time or supervision needed.

### FUTURE OF STRESS MANAGEMENT

- Step 1. Assess:** Figure out where your stress is coming from. This involves monitoring and tracking your stress for at least a week, preferably two.
- Step 2. Avoid:** Once you figure out where your stress is coming from, then you can use problem-solving techniques to eliminate a good deal of it and thus lighten your load.
- Step 3. Appraise:** Learning how to change your thinking during a stressful event is what psychologists call cognitive restructuring and the research shows is the most effective technique to use at work.
- Step 4. Accept:** Learning the value of everyday mindfulness practice where you pay attention to what you are doing while you are doing it, and by so doing, liberate yourself from a lot of worry, anxiety and anger.
- Step 5. Activate.** Build a stronger body so you are more resilient to stress; So you can handle more stress without buckling under the load.
- Step 6. Attune:** Connecting with every single person you meet.

## Questions

### Q.1. Fill in the Blanks:

1. \_\_\_\_\_ is a positive stress that improves one's well-being and gives satisfaction.
2. CBT stands for \_\_\_\_\_
3. \_\_\_\_\_ is well-known for its problem solving techniques and reputation as a tool for overcoming anxiety, depression and addiction.

### Answers:

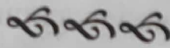
1. Eustress, 2. Cognitive-Behavioral Therapy, 3. Therapy

### Q.2. Write Short notes on:

1. Benefits of Stress-Audit Process
2. Therapy
3. Future of Stress Management

### Q.3. Answer the following:

1. Explain the concept of Eustress.
2. Explain the concept of Stress and New technology.
3. What are the various phases of Stress Management?





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