In today’s complex and rapidly changing health care environment, stress management has become a must-have leadership skill. As a leader, you have more control over your stress levels at work than you might think. There are four personal strategies you can use to be a less-stressed leader and model healthy behaviors for your team:

- Respond productively to stress in the moment
- Clarify your priorities
- Advocate for yourself
- Build supportive relationships

### SPREAD WELLNESS

Help spread wellness by sharing this infographic with other leaders in your network.

### RESPOND PRODUCTIVELY TO STRESS IN THE MOMENT

#### What’s your stress tendency?

<table>
<thead>
<tr>
<th>Avoidance</th>
<th>Complaint</th>
<th>Obsession</th>
<th>Self-doubt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tendency to distract yourself from your stressors and procrastinate</td>
<td>Tendency to externalize your stress and negative emotions onto others</td>
<td>Tendency to focus all of your time and energy on your stressors</td>
<td>Tendency to internalize your stress and blame yourself</td>
</tr>
</tbody>
</table>

#### and practice a HEALTHIER STRESS response

- Avoidance → Engage more with your stressors
- Complaint → Get an objective view of your stressors
- Obsession → Take breaks from your stressors
- Self-doubt → Give yourself the benefit of the doubt when stressed

### CLARIFY YOUR PRIORITIES

#### Identify your TOP THREE priorities at work

<table>
<thead>
<tr>
<th>Task</th>
<th>What counts as a priority?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Directly supports a strategic initiative or business need</td>
<td>Top-of-license for your level and skill set</td>
</tr>
</tbody>
</table>

#### Narrow your TO-DO LIST

- **Defer**: Reschedule tasks to a later date on your calendar
- **Delegate**: Hand off tasks to a colleague or a different team
- **Eliminate**: Cross off tasks from your to-do list entirely

#### CONFIRM with a leader

- **Pressure test** what your priorities are
- **Agree** on what you can de-prioritize

#### ADVOCATE FOR YOURSELF

**Ask for HELP**

- **Material**: Staff, money, technology, templates, collaboration
- **Informational**: Expertise, facts/information, feedback, training, buy-in
- **Emotional**: Listening, productive venting, humor, perspective, advice

**Say NO more often**

- **Not enough**: Overwhelming amount of work
- **The sweet spot**: Workload shaped by your priorities
- **Too much**: Missed opportunities to contribute

#### BUILD SUPPORTIVE RELATIONSHIPS

- **Create a personal BOARD OF DIRECTORS**
  - Peer leaders in other departments
  - People with different expertise than you
  - Senior leaders and mentors
  - People with similar goals as you

- **Practice POSITIVE venting**
  - Create an appropriate forum: Agree on a specific time and place—with the appropriate people—to get stress off your chest
  - Set a time limit: Restrict the amount of time you and your colleagues vent—and try not to go over time
  - Focus on solutions: Reserve time at the end to brainstorm some potential solutions—end on a positive note

### BLOCK DEDICATED TIME for each of your priorities

- **Dedicated work blocks** for business priorities
- **Time for personal priorities**
- **Reserve time at the end** to brainstorm some potential solutions—end on a positive note

### ADVISORY BOARD

Talent Development

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