



# ChallengeME MONTHLY MINUTE

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Monthly topic:

## Stress & Time Management



### COPING WITH STRESS AT WORK

Stress is the feeling that people have when they are overloaded and struggling to cope with demands.

### Common sources of work health:

Low salaries, excessive workloads, limited opportunities for growth or advancement, work that isn't engaging or challenging, lack of social support, not having enough control over job-related decisions, conflicting demands, or unclear performance expectations.

### Problems related to stress:

A stressful work environment can contribute to health problems such as headaches, stomachaches, sleep disturbances, short temper, and difficulty concentrating. Chronic stress can result in anxiety, insomnia, high blood pressure, and a weakened immune system and contribute to health conditions such as depression, obesity, and heart disease.

### How to manage your stress:

- Track your stressor and develop healthy responses. Establish boundaries, try to separate your work and home life to avoid work-life conflicts.
- Take time to disconnect, recharge, and relax. Try deep breathing exercises or practice mindfulness, take a walk, or enjoy a healthy meal.
- Talk to your supervisor and come up with a plan for managing stressors such as getting additional support from colleagues, enriching your job, or making changes to your workspace.
- Get support from friends and family, a health coach, or a counselor.

## Who Has Time for That?

Time management can help reduce stress and improve productivity.

	<b>1</b> Learn to Prioritize Categorize to-do lists by priority: immediate, soon, and eventually		<b>4</b> Use Technology Use Skype or OneDrive to increase productivity
	<b>2</b> Set Deadlines Give yourself a timeline to complete your tasks		<b>5</b> Ask for Help Get things done faster by working together
	<b>3</b> Get Rid of Distractions Be aware of the amount of time you spend being unproductive		<b>6</b> Create a System Use calendars, lists, or post-its for visual organization

## How to Pick a Gift: Tips to Consider

Gift giving can be stressful, consider these tips to help you choose the perfect gift: **Think about the things they might need.** Did they just move, adopt a pet, or book an adventurous vacation? Gifting can be an opportunity to riff on the ways they've already spent their own money. **When someone says they want something, listen.** There's nothing quite like finally getting the thing you've been hinting at for months. **Don't be overly practical.** The point is to delight, not to restock your significant other's toilet paper stash. **What would you want?** Has the person ever complimented your taste? It's possible that something on your own wish list would make a great I-didn't-know-I-needed-this gift for a friend. **Consider the non-gift gift.** Some people don't want anything. But that doesn't mean they don't want anything. They just don't want stuff. Experiences and perishables can be just as, and sometimes more, gratifying than a thing you have to keep forever, lest you insult an in-law.

## This Month

- 1st: World AIDS Day
- 2-8: Handwashing Awareness Week
- 6th: Maine Transportation Conference Wreath Making, Barn Boards and More, Gardiner Krampus 5k/10k, Augusta Armory
- 8th: IHOP Family Paint Party, Augusta
- 8th: Maine Digital Festival, Augusta
- 12th: Headquarters Holiday Party
- 27th: Red Cross Blood Drive @ HQ 7-12
- 1-31: Gardens Aglow, Boothbay

## 52 Week Money Challenge!

January is the kick off for the 52 Week Money Challenge!

Learn a quick and effortless way to save **\$1378** for next year's holiday season, a vacation, or your next large purchase. We'll give you the tips and tricks you need to make your savings account grow quickly with money you won't even miss.



**Coming Up** January: Pledges to Improve Health

Comments, questions, ideas, or submissions?  
Please email: [kara.a.aguilar@maine.gov](mailto:kara.a.aguilar@maine.gov)