How to Master Stress

1. Understanding Stress

- Introduction to Stress Management
- Understanding Stress
  - Survival Stress
  - Internally Generated Stress
  - Environmental Stress, Job Stress and Fatigue
- How to Recognise Stress
- Optimising Your Levels of Stress
- Managing Life Crises
- How stress can get out of control
  - Exhaustion
  - Depression
  - Burn Out
  - Breakdown

2. Finding Your Best Level of Stress

- Understanding How Stress Affects You
  - Keeping a Stress Diary
  - Making an Action Plan to Beat Stress
3. Stress Management Techniques

- Raising Stress Levels - Psyching Up
- Stress Reduction Techniques
  - Reducing Short-Term Stress - Mental Techniques
    - Anticipation and Avoidance
    - Reducing the Importance of an Event
    - Reducing Uncertainty
    - Using Imagery to Reduce Stress
    - Thought Awareness, Rational Thinking and Positive Thinking
    - Self Hypnosis and Auto-Suggestion
    - Meditation
  - Reducing Short-Term Stress - Physical Techniques
    - Reducing Stress With Exercise
    - Progressive Muscular Relaxation
    - Breathing Control
    - Measuring Stress Reduction with Biofeedback Equipment
  - Reducing Long-Term Stress
    - How to Use Your Time to More Effect
    - Your Attitude, and How It Affects Stress
      - Keeping Things in Perspective
      - Staying in Control
      - Attitudes to Change
      - Attitudes to Other People
    - Slowing Down Out of Work
    - Health, Nutrition and Exercise
  - How to Make Your Environment Less Stressful

- Summary of Stress Management

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