

# Kent County Public Schools

## H. R. Newsletter December 2019

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### Managing Workplace Stress

Over 75 percent of Americans consider their jobs stressful. The good news is that it's possible to manage job stress by becoming aware of what increases or decreases your stress levels. Use the following methods to help you manage your stress at work.

- ◆ **Plan and prioritize:** Do not panic, make a list to prioritize your work, set realistic deadlines.
- ◆ **Focus on what you can control:** Break large tasks into smaller, more doable steps.
- ◆ **Slow down:** Think things through before you act, and begin with a result in mind.
- ◆ **Take a break:** Make time to take a short break. Taking a walk may help you gain a fresh perspective.

Everyone can experience periods of job stress. But if your feelings of stress become persistent and overwhelming, consider discussing your concerns with your health care provider and ask about healthy ways to cope with stress.

Source: Bolton Partners, Inc.



Looking to recognize a fellow employee who does great things?

Consider nominating that person for Teacher of the Year, Support Employee of the Year, or the Promising Educator Award. Check the News for the nomination forms. Deadline for all nominations is January 24, 2020.

BHS is the provider of our Employee Assistance Program (EAP). Access hundreds of resources on topics such as stress reduction, financial planning and health issues at the BHS portal - just use the company username ESMEC. the web address is as follows:

<https://portal.bhsonline.com/>

Remember that when life throws you a curveball, the Employee Assistance Program can be a resource to whom you can turn. You can get a referral or advice by calling 1-800-327-2251.



Schools Closed - December 23

Schools and Offices Closed -  
December 24 - January 1



*"The holiday season is a perfect time to reflect on our blessings and seek out ways to make life better for those around us."*

- Terri Marshall