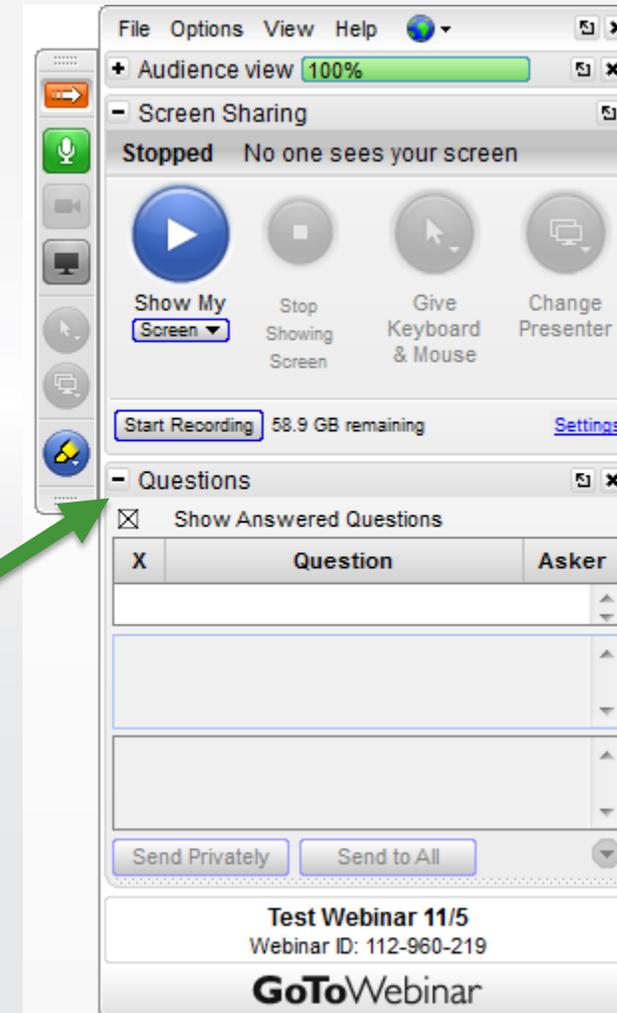




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# Under Pressure: So Much to Do, So Little Time - How to Manage our Stress

- Phone lines are muted.
- Use the 'Question' feature to submit questions.
- Questions will be addressed as they arise and at the end of the presentation
- This course is worth 1 CPE credit. You must complete the evaluation at the end of the webinar in order to obtain the credit.



The screenshot shows the GoToWebinar control panel. The 'Questions' section is expanded, showing a checkbox for 'Show Answered Questions' which is checked. Below this is a table with columns for 'X', 'Question', and 'Asker'. The table is currently empty. At the bottom of the panel, there are buttons for 'Send Privately' and 'Send to All'. The webinar title 'Test Webinar 11/5' and ID '112-960-219' are displayed at the bottom.

X	Question	Asker
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**Melisza Campos**

VP, Instruction / Carnegie Master

# Program Objectives



1. Assess the degree of balance in our lives
2. Define where we could spend more time or less time
3. Plan to bring more balance into our professional and personal lives



# Sources of Work Stress





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# The Challenge: Losing Our Balance



Increases likelihood of becoming sick

Strong negative impact on the following conditions:

- Depression (51%)
- Heart Attack or Stroke (48%)
- High Blood Pressure (42%)
- Cancer (30%)



## Physical symptoms of stress

47% - headache

35% - upset stomach

53% - fatigue

15% - feeling dizzy



# How we approach stress





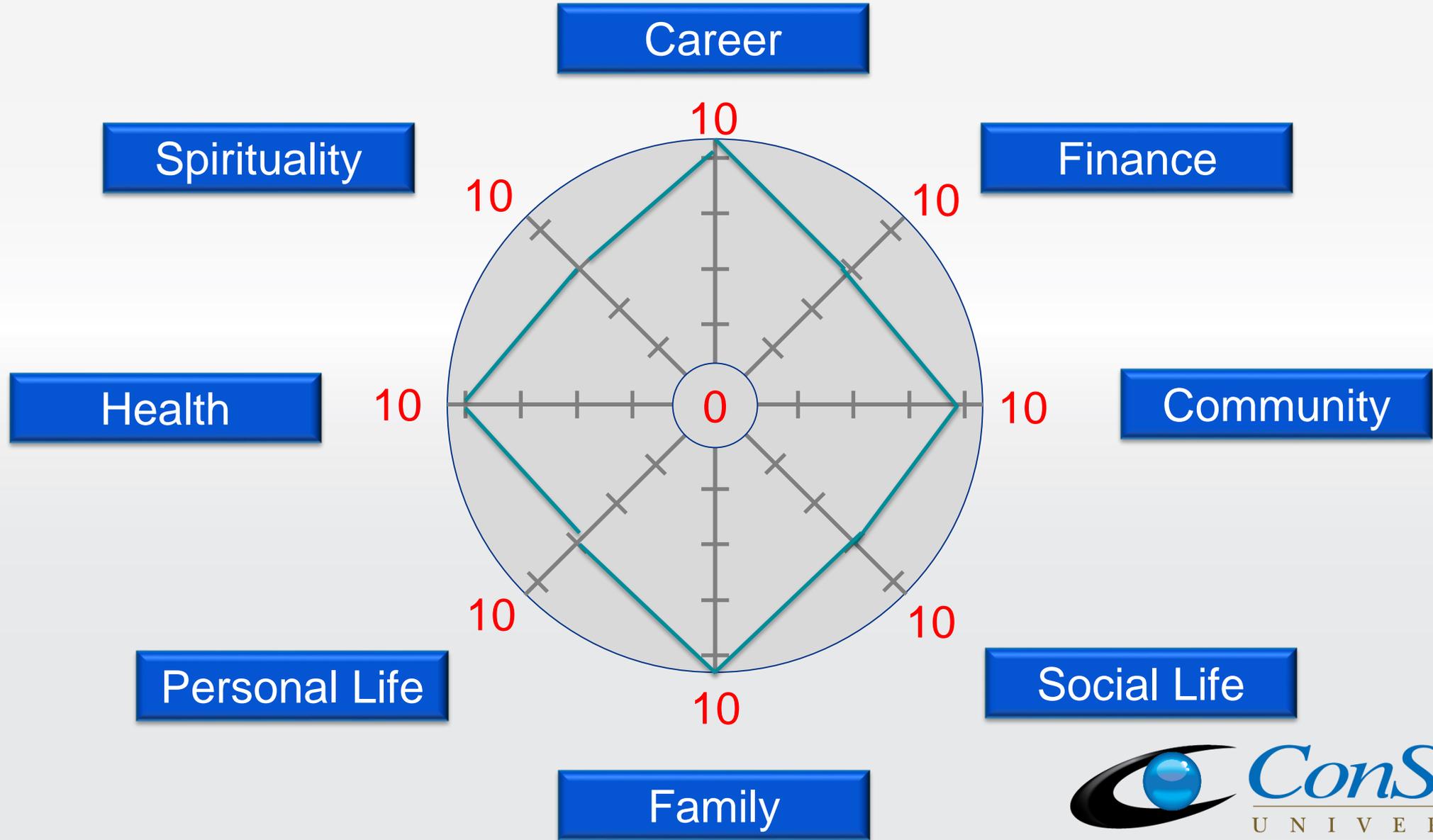
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“Our life is what our thoughts make it.”

-Marcus Aurelius



# Balance Basics: The Balance Wheel



1. Live in “day-tight compartments.”
2. How to face trouble:
  - *Ask yourself, “What is the worst that can possibly happen?”*
  - *Prepare to accept the worst.*
  - *Try to improve on the worst.*
3. Remind yourself of the exorbitant price you can pay for worry in terms of your health.



1. Get all the facts.
2. Weigh all the facts—then come to a decision.
3. Once a decision is reached, act!
4. Write out and answer the following questions:
  - *What is the problem?*
  - *What are the causes of the problem?*
  - *What are the possible solutions?*
  - *What is the best possible solution?*



# Break the Worry Habit Before it Breaks You

1. Keep busy.
2. Don't fuss about trifles.
3. Use the law of averages to outlaw your worries.
4. Cooperate with the inevitable.
5. Decide just how much anxiety a thing may be worth and refuse to give it more.
6. Don't worry about the past.

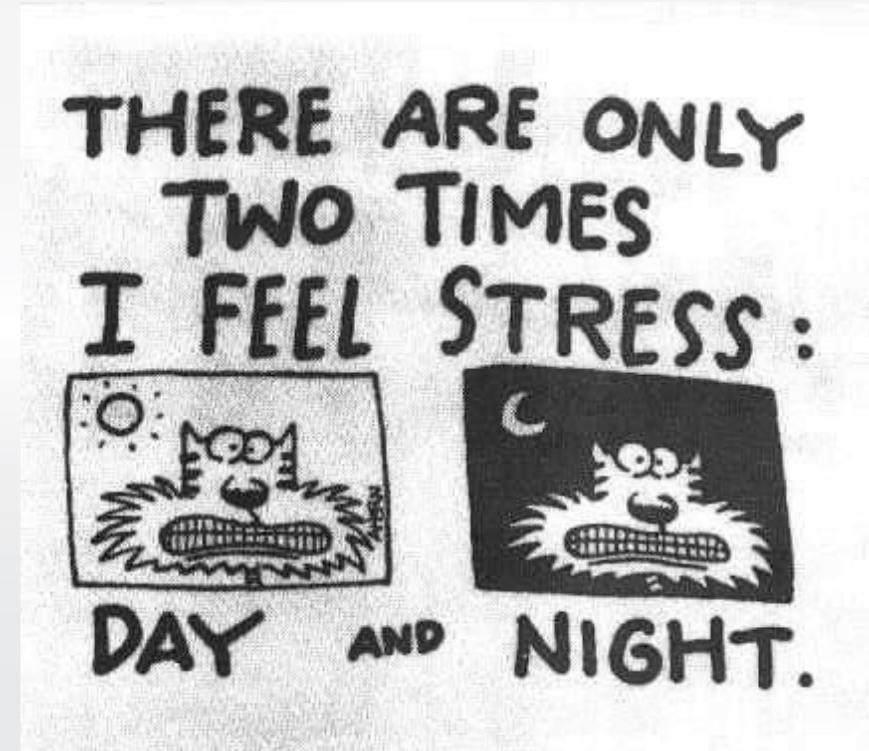


# Cultivate a Mental Attitude that Will Bring you Peace and Happiness

1. Fill your mind with thoughts of peace, courage, health and hope.
2. Never try to get even with your enemies.
3. Expect ingratitude.
4. Count your blessings - not your troubles.
5. Do not imitate others.
6. Try to profit from your losses.
7. Create happiness for others.

# Prevent Fatigue and Worry and Keep your Energy and Spirits High

1. Rest before you get tired.
2. Learn to relax at your work.
3. Protect your health and appearance by relaxing at home.
4. Put enthusiasm into your work.





*“The person who goes furthest is generally the one is willing to do and dare. The “sure thing boat” never gets far from shore.”*

**“Every day is a new life to a wise man.”**

*“Inaction breeds doubt and fear. Action breeds confidence and courage. If you want to conquer fear, do not sit home and think about it. Go out and get busy.”*

# Questions?

Please complete our evaluation in order to receive 1 CPE credit for completing “Under Pressure: So Much to Do, So Little Time - How to Manage our Stress.”

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