

1. Get up fifteen minutes earlier in the morning. The inevitable morning mishaps will be less stressful.
2. The evening before, prepare for the morning. Set the breakfast table, make lunches, put out the clothes you plan to wear, and so on.
3. Don't rely on your memory. Write down appointment times, when to pick up laundry, when library books are due, etc. "The palest ink is better than the most retentive memory." – old Chinese proverb
4. Do nothing which, after being done, leads you to tell a lie.
5. Make duplicates of all keys. Bury a house key in a secret place outside and carry a duplicate car key in your wallet or purse, apart from key ring.
6. Practice preventive maintenance. Your car, appliances, home, and relationships will be less likely to break down or fall apart "at the worst possible moment."
7. Be prepared to wait. A paperback can make a wait in a post office line more of a pleasure.
8. Procrastination is stressful. Whatever you want to push to tomorrow, do today; whatever you need to do today, do now.
9. Plan ahead. Don't let the gas tank get below one-quarter full; keep a well-stocked "emergency shelf" of home staples; don't wait until you're down to the last item.
10. Don't put up with something that doesn't work right. If the alarm, wallet, shoe laces, windshield wipers – whatever – are a constant aggravation, get the item fixed or replaced.
11. Allow fifteen minutes of extra time to get appointments. Plan to arrive at the airport an hour before domestic departures.
12. Eliminate or restrict the amount of caffeine in your diet, particularly coffee, tea, and cola.
13. Always set up a contingency plans, "just in case." ("If either of us is delayed, here's what we'll do..." or "If we get split up in the mall, here's where we will meet.")
14. Review your "standards." The world will not end if the grass doesn't get mowed this weekend.
15. Pollyanna-Power! For everything that goes wrong, there are properly ten or fifty or a hundred blessings. Stop occasionally and count them.
16. Ask questions. Taking a few moments to repeat back directions, what someone is expecting of you, can save hours, your job, and relationships.
17. Be able to say no. Know your limitations. Don't volunteer for everything. Being able to say no to extra projects, social activities, and invitations you know you don't have the time or energy for takes practice, self-respect, and a belief that everyone, everyday, needs quiet time to relax. Eventually, the individual who tries to do everything, does everything poorly.
18. Unplug your phone. Want to take a long bath, unwind, or sleep without interruption? Drum up the courage to temporarily disconnect from the outside world. Use an answering machine.
19. Turn *needs* into *preferences*. Our basic physical needs translate into food, water, and keeping warm (shelter). Everything else is a preference. Don't get attached to preferences.
20. Simplify, simplify, simplify...
21. Make friends with non-worriers. Nothing can get you into the cycle of worrying faster than associating with chronic worrywarts.
22. Sitting for extended periods or repetitive tasks? Get up and stretch, or alternate tasks.
23. Need quiet at home? Consider earplugs.
24. Get enough sleep every day. Consider using an alarm clock to remind you to go to bed. Start unwinding for a period before going to bed.
25. Create order out of chaos. Organize your home and workspace so that you know where things are. Take the time to put things away where they belong.
26. When feeling stressed, most people tend to breathe in short, shallow breaths. When you breathe like this, stale air is not expelled, oxidation of the tissues is incomplete, and muscle tension frequently results. Check your breathing throughout the day, and before, during, and after high-pressure situations. Be aware of stress indicators. If your stomach is knotted and breathing shallow, relax your muscles and take several deep, slow breaths. Note that when you've relaxed, your abdomen and chest expand when you breathe.

27. Writing your thoughts and feelings down (in a journal, or just a piece of paper) can help you clarify things and can give you a renewed perspective.

28. Try the following yoga technique whenever you feel the need to relax: Inhale deeply through your nose, to the count of eight. Then, with lips puckered, exhale very slowly through your mouth to the count of sixteen, or for as long as you can. Concentrate on the long sighing sound and feel the tension dissolve. Repeat ten times.

29. Inoculate yourself against the feared event.

Example: Before speaking in public, take time to go over every part of the experience/event in your mind. Visualize what you will wear, what the audience will look like, how you will present your talk, what the questions will be, how you will answer the questions, and so on. Visualize the experience the way you would like to have it be. You'll find that when it comes time to make the presentation, it will be "old hat" and much of your anxiety will have fled.

30. When the stress of having to get a job done gets in the way of actually getting the job done, a short diversion such as a voluntary change in activity and/or environment may be just what you need.

31. Talk it out. Discussing your problems with a trusted friend can help clear your mind of confusion so that you can concentrate on problem solving.

32. One of the most obvious ways to avoid unnecessary stress is to select an environment (work, home, leisure) which is in line with your personal needs and desires. If you hate desk jobs, don't accept a job which requires that you sit at a desk all day. If you hate to talk politics, don't associate with people who love to talk politics.

33. Learn to live one day at a time.

34. Every day, take time to do something that you enjoy.

35. Add an ounce of love to everything you do.

36. Take a hot bath or shower (a cool one in summer) to relieve stress and tension.

37. Do something for somebody else.

38. Focus on understanding, rather than being understood, on loving rather than being loved.

39. Do something that will improve your appearance. Looking better can help you feel better.

40. Schedule a realistic day. Avoid the tendency to schedule back-to-back appointments. Allow time between appointments for a breathing spell or delays.

41. Become more flexible. Some things are worth not doing perfectly and some issues are well to compromise upon.

42. Eliminate destructive self-talk; "I'm too old to ...," "I'm too fat to"

43. Use your weekend time for a change of pace. If your work is slow and patterned, make sure there is action and time for spontaneity built into your time off. If your work week is fast-paced and full of people and deadlines, seek peace and solitude during your days off. Feel as if you aren't accomplishing at work? Tackle a project or job on the weekend which you can accomplish to your satisfaction.

44. "Worry about the pennies and the dollars will take care of themselves." That's another way of saying: Take care of the todays as best you can and the yesterdays and tomorrows will take care of themselves.

45. Do one thing at a time. When you are with someone, be with that person and with no one or nothing else. When you are busy with a project, concentrate on doing that project, forget about everything else you have to do.

46. Allow yourself time every day for privacy, quiet, and introspection.

47. If an especially unpleasant task faces you, do it early in the day and get it over with; the rest of your day will be free of anxiety. Do the worst first, and the rest comes easy.

48. Learn to delegate responsibility to others.

49. Don't forget to take a lunch and other work breaks. Try to get away from your desk or place of work (in body and mind), even if just for fifteen or twenty minutes. Take a walk, listen to music, or engage in some other relaxing activity.

50. Forget about counting to ten. Count to a thousand before doing something or saying anything that could make matters worse. Avoid rash judgments or statements.

51. Have a forgiving view of events and people. Accept the fact that we live in an imperfect world. Sometimes people make mistakes.

52. Be optimistic. Look at the positive rather than the negative.