How to Stop Stress in Its Tracks

1. **Know the Symptoms**
   - Stress is your body’s way of responding to any kind of demand or threat.
   - List your own symptoms that may relate to stress.
   - Tension & irritability
   - Fear & anxiety
   - Sleep problems
   - Loss of appetite
   - Trouble concentrating
   - Stomach problems
   - Anger & confusion
   - Headaches & body aches

2. **Learn Your Triggers**
   - A number of factors can cause stress. Learning what’s stressful to you can help reduce your daily discomfort.
   - List your own workplace stressors.
   - Increased workload
   - Project deadlines
   - Settling into a new position
   - Conflict with coworkers
   - Change of management
   - Financial issues
   - Personal matters interfering with work

3. **Shrink Your Stress**
   - Exercises and healthy habits can help you reduce tension and relax.
   - Discover which stress-relievers work best for you.

   - Breathe in, then out for 10 full seconds.
   - Release your muscles as you breathe.
   - Focus your breathing on a simple word or phrase.

**Employee Assistance Program**

Is your stress overwhelming? Is daily life becoming difficult?

Contact the NYC Employee Assistance Program (EAP) to receive the confidential support, counseling and resources that EAP offers City employees and their families.

**NYC EAP**
250 Broadway, 28th Floor
New York, NY 10007

Call (212) 306-7660
e-mail eap@olr.nyc.gov

nyc.gov/eap

**Relax & Release**

**Get Physical**

**Stay Present**

For resources and programs to help you lead a healthy lifestyle, visit nyc.gov/workwellnyc