



### Competencies that are addressed:

#### PRIMARY COMPETENCY CATEGORIES:

- **Stress Management—**  
Differentiates between positive and negative stress. Maintains a balance between productive and unproductive attitudes and behaviors.
- **Results Oriented—**  
Passionate about winning. Dedicated to achieving all-win solutions to situations.

#### RELATED COMPETENCY CATEGORIES:

- **Adaptability—**  
Open-minded to new ideas. Demonstrates flexibility when faced with changes in work expectations and environment. Responds to situations while maintaining a positive attitude.
- **Leadership—**  
Drives business results by aligning the vision, mission, and values to enhance business value. Is able to enlist the willing cooperation of others, while tapping into their highest skills and abilities to achieve desired results.
- **Accountability—**  
Demonstrates personal responsibility. Holds self and others accountable for outcomes that are in alignment with the direction of the organization.

# Stress Reduction through New Work Habits

## SUMMARY

Anyone can fall into unproductive work habits over a period of time. You drift into routines that are inefficient, become less and less organized, or experience deterioration in your work attitudes. Often, you slip into unproductive work habits without realizing it. Over time, you become comfortable with these work habits, and it can be difficult to break those established patterns.

## CONTEXT

In this module, you will examine ways that your work habits add to your level of stress and identify ways you can reduce worry and stress by changing your work habits. By identifying your inefficiencies and committing to new work habits, you can become more productive and less stressed at work. You can experience a greater sense of achievement as you gain more control over your management of time, organizing skills, and attitudes.

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### At the completion of this module, participants will be able to:

- Recognize work habits that add to stress
- Plan to change and improve work routines
- Commit to principles that result in more productive work habits

*"We first make our habits, and then our habits make us."*  
—John Dryden