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abc2. Recognize the signs of too much pressure

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Modified March 6, 2008

Source: Tyme Management, Volume IV, Number 7

Everyone feels pressure from time to time, but if you feel pressured on a regular basis it may be time to "stop and smell the roses." Ongoing pressure is unhealthy and unproductive.

Symptoms of too much pressure include:

- changes in sleeping patterns or appetite;
- headaches,
- dizziness,
- skin rashes,
- mood swings and irritability,
- inability to concentrate,
- feeling of being out of control of your destiny, or being "out of sync" with others.

If you have these symptoms, here are ways to find relief.

Identify the source of your pressure. Is it your job, family, friends, or yourself? If the source is unavoidable consider cutting other activities to take some of the pressure away.

Find a time management system you feel comfortable with and use it.

Write down appointments, phone calls, and deadlines short and long-term. Then, block out time to handle these concerns.

Don't get so caught up in work that you forget about other areas of your life.

Take time for pleasure.

Keep appointments for recreation just as you would a business meeting

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