

# Career Garden

*Cultivating Career Success*

## Module #9

### Stress Management

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# Stress Management

A period of unemployment can be a stressful time in anyone's life. But then, how many of us have jobs that are completely stress-free? And then there are all the stresses of life related to personal relationships: parents, spouses, children..... And all these work and personal issues experienced in the fast-paced world of the 21<sup>st</sup> century. Our career success – not to mention our general happiness with life – require us to have good healthy ways to manage the stress we experience. In this module, you will deepen your understanding of stress and create a plan for managing it effectively.

## Objectives:

Here is what you'll be able to do when you have successfully completed this module:

1. Recognize the causes of stress and assess your own current stress level.
2. Name some of the physical and psychological effects of stress.
3. Identify health habits that might contribute to stress management.
4. Describe skills for supporting a friend who feels stressed.
5. Create a plan for managing your own stress load.

## 1. Understanding Stress

### Focus Questions:

What is stress?

What causes stress?

What are the impacts of stress on our emotions, health and behavior?

Monday, 9:15 AM. There I lay, flat on my back on the living room floor, staring at the ceiling and strumming a guitar. And not wanting to go to work.

I had made some bad decisions at work in the months prior. Because of those decisions, I had been transferred to a new supervisor who, it seemed, was keeping me on a very, very short leash. I had a completely new assignment with totally new and different responsibilities. But, hey, at least they didn't fire me. I still had a job.

Now if I could only get up the motivation to drag myself into the office for another day. The new supervision, the new tasks, and the shame I felt about the mistakes I had made all seemed to suck the energy out of me. I was heavy dead weight on the floor, and the butterflies in my stomach didn't make getting up any easier. To simply get myself moving and start toward the office was an accomplishment – though not an accomplishment I enjoyed. I was stressed out!

That stressful season was some years ago. More recently, I passed through a season of spending a large portion of my days staring into space. I was at work, but I really wasn't working much. My beloved father had been ill. Coincidentally, I had been having back problems that prevented me from traveling to visit my dad in his illness. Suddenly, he turned severely ill and passed away. I took five days off of work to attend the memorial service. When I came back to work I wasn't my usual self: I was lethargic and apathetic – staring into space.

Pressure at work and loss of a loved one each caused me stress to the point of impairing my ability to work. You may have had experiences of feeling like I did at these two dark times of life. If you haven't yet experienced stress, then brace yourself. Major life changes – including job changes – are high on the list of conditions that can cause stress.

What can we do to reduce stress and contain its negative impact on our work lives and personal lives? That is the focus of this module. First, though, we'll get a clearer picture of stress – its nature, causes and effects.

### ***What Is Stress?***

Stress is a condition or feeling experienced when a person perceives that **demands exceed the personal and social resources** the individual is able to mobilize.

People don't feel much stress when they have the time, experience and resources to manage a situation. They feel great stress when they think they can't handle the demands put upon them. Stress is a negative experience. And it is not an inevitable consequence of an event: It depends a lot on people's perceptions of a situation and their real ability to cope with it.

A situation that causes stress might be an immediate event, such as missing the last train that will get you to work on time, or getting a speeding ticket. But stress caused by life events, especially large events such as a death, a divorce or a serious illness can raise our sense of stress for as long as a year or more.

Many of us recognize stress primarily in the emotional part of ourselves. But along with those emotions, there are physiological changes in our bodies caused by stress. In turn, stress can affect our behavior in various ways. A brief summary of the effects of stress is presented with the exercise on the next page. Some of these can be caused by conditions other than stress. But all of them can be stress-related.

## Immediate and Long-Term Effects of Stress

On your body	On your thoughts and feelings	On your behavior
<ul style="list-style-type: none"> <li>▪ Increased perspiration, often causing cold, sweaty hands</li> <li>▪ Clenched jaws</li> <li>▪ Grinding teeth</li> <li>▪ Tight, dry throat</li> <li>▪ Headache</li> <li>▪ Muscle aches, such as back and neck pain</li> <li>▪ Shortness of breath</li> <li>▪ Chest pain</li> <li>▪ Pounding heart</li> <li>▪ Fatigue</li> <li>▪ Insomnia</li> <li>▪ High blood pressure</li> <li>▪ Indigestion</li> <li>▪ Constipation or diarrhea</li> <li>▪ Stomach cramping or bloating</li> <li>▪ Weight gain or loss</li> <li>▪ Diminished sex drive</li> <li>▪ Skin problems, such as hives</li> </ul>	<ul style="list-style-type: none"> <li>▪ Anxiety</li> <li>▪ Restlessness</li> <li>▪ Worrying</li> <li>▪ Irritability</li> <li>▪ Depression</li> <li>▪ Sadness</li> <li>▪ Anger</li> <li>▪ Mood swings</li> <li>▪ Feeling of insecurity</li> <li>▪ Lack of concentration</li> <li>▪ Confusion</li> <li>▪ Forgetfulness</li> <li>▪ Resentment</li> <li>▪ Tendency to blame others for how you feel</li> <li>▪ Guilt</li> <li>▪ Tendency to see only the negative aspects of people and situations</li> </ul>	<ul style="list-style-type: none"> <li>▪ Overeating or loss of appetite</li> <li>▪ Decreased anger control, marked by sudden outbursts with little provocation</li> <li>▪ Increased use of alcohol and drugs</li> <li>▪ Increased smoking</li> <li>▪ Withdrawal or isolation</li> <li>▪ Crying spells</li> <li>▪ Changes in close relationships</li> <li>▪ Job dissatisfaction</li> <li>▪ Decreased productivity</li> <li>▪ Burnout</li> <li>▪ Reduction in ability to concentrate</li> <li>▪ Inability to take action</li> </ul>

### Personalize it:

Complete the table below. Recall three times in your life when you felt stress. In the left column, briefly state what was happening in your life at the time. In the right column, state the effects of stress you experienced.

Life Experience/Event	Effect(s) of Stress You Experienced
Example. The police pulled me over.	Increased perspiration, insecure feelings, stuttered
1.	
2.	
3.	

### **Comprehension Questions:**

1. Complete this sentence: Stress is a condition or feeling experienced when a person perceives that \_\_\_\_\_ exceed the personal and social \_\_\_\_\_ the individual is able to mobilize.
2. Choose the statements that are true:
  - I. Angry outbursts can be stress-related.
  - II. Apathy can be stress-related.
  - III. Weight loss can be stress related.
  - IV. Weight gain can be stress-related.
  - A. I and II are true
  - B. I, II, and III are true.
  - C. None of the statements are true.
  - D. All of the statements are true
3. Choose the statements that are true:
  - I. Anxiety is an example of an emotional manifestations of stress.
  - II. Increased smoking is an example of a stress-related change in behavior.
  - III. Diarrhea is an example of a physical condition that may be stress-induced.
  - A. I and II are true
  - B. II, and III are true.
  - C. I and III are true.
  - D. I, II, and III are true.
  - E. None of the statements are true.

#### **Answers:**

1-“demands,” “resources” 2-D. 3-D. . See Discussion of Quiz on pages 27-29.

### **Causes of Stress**

You may be able to glide smoothly through a particular event or life situation that might stress me to the breaking point. Each of us responds differently to potentially stressful situations. Because of these differences:

- We each have access to different resources – skills, attitudes, social networks, physical condition – to help us cope.
- We each have our own perceptual frameworks that “tell us” how threatening or difficult a situation is.
- Some people have a generally higher tolerance of stress than others.

That said, psychologists and others who have researched stress make some generalizations about the events that cause stress in our lives and the degree of stress those events might induce. The exercise below will present a list of events that tend to cause stress along with a number indicating the relative “weight” of each condition. This exercise was adapted from the "Social Readjustment Rating Scale" by Thomas Holmes and Richard Rahe. This scale was first published in the "Journal of Psychosomatic Research", Copyright 1967, Vol.II, p. 214.

## Stress Rating Scale

Consider each stressing condition in the list below. For each condition that is now or has been part of your life experience in the last 12 months, write the Event Value number in the My Score column. For example, if I had recently experienced the death of my spouse, I would write "100" in the My Score column of row 1. Then, add up the My Score column and put the total at the bottom.

STRESSING CONDITON	EVENT VALUE	MY SCORE
1. Death of spouse	100	
2. Divorce	60	
3. Menopause	60	
4. Separation from living partner	60	
5. Jail term or probation	60	
6. Death of close family member other than spouse	60	
7. Serious personal injury or illness	45	
8. Marriage or establishing life partnership	45	
9. Fired at work	45	
10. Marital or relationship reconciliation	40	
11. Retirement	40	
12. Change in health of immediate family member	40	
13. Work more than 40 hours per week	35	
14. Pregnancy or causing pregnancy	35	
15. Sex difficulties	35	
16. Gain of new family member	35	
17. Business or work role change	35	
18. Change in financial state	35	
19. Death of a close friend (not a family member)	30	
20. Change in number of arguments with spouse or life partner	30	
21. Mortgage or loan for a major purpose	25	
22. Foreclosure of mortgage or loan	25	

23. Sleep less than 8 hours per night	25	
24. Change in responsibilities at work	25	
25. Trouble with in-laws, or with children	25	
26. Outstanding personal achievement	25	
27. Spouse begins or stops work	20	
28. Begin or end school	20	
29. Change in living conditions (visitors in the home, change in roommates, remodeling house)	20	
30. Change in personal habits (diet, exercise, smoking, etc.)	20	
31. Chronic allergies	20	
32. Trouble with boss	20	
33. Change in work hours or conditions	15	
34. Moving to new residence	15	
35. Presently in pre-menstrual period	15	
36. Change in schools	15	
37. Change in religious activities	15	
38. Change in social activities (more or less than before)	15	
39. Minor financial loan	10	
40. Change in frequency of family get-togethers	10	
41. Vacation	10	
42. Presently in winter holiday season	10	
43. Minor violation of the law	5	
TOTAL:		

Check one or more statements that describe your attitudes toward stress and stress management:

- a) I am comfortable living with this level of stress.  
 b) I have some interest in learning new skills for managing stress better.  
 c) I badly want to learn new stress management skills.

## ***Interpreting Your Stress Rating Score***

We have asked you to look at the last twelve months of changes in your life. This may surprise you. It is crucial to understand, however, that a major change in your life has effects that carry over for long periods of time. It is like dropping a rock into a pond. After the initial splash, you will experience ripples of stress. And these ripples may continue in your life for at least a year.

**Normal Stress Tolerance** - If you have experienced a total stress of 250 or greater in the last twelve months, you may be OVERSTRESSED. If you checked statement b) or c) at the bottom of the worksheet, indicating desire to learn more stress management skills, you might be “normal” in your stress tolerance.

**High Stress Tolerance** - If your score was over 250 and you honestly checked statement a), that you are comfortable with this level of stress, you might have higher stress tolerance than many others.

**Low Stress Tolerance** - If your score was as low as 150 and you checked statement c), that you are very eager to learn new stress management skills, you may have a lower than average tolerance of stress.

The point here is not to compare ourselves to others, however. There is no virtue in having a high level of stress tolerance (or a low level, for that matter). The idea is for each of us to build our awareness so that we can effectively manage our health, our personal commitments, our work, and our lives. The long-term consequences of overstress are dire.

OVERSTRESS – and that means “overstress for you” – will make you sick. In some research related to this stress rating scale, half the people with scores of 150 to 300, and 70 percent of people with scores over 300 developed an illness in a year or two. Carrying too heavy a stress load is like running your car engine past the red line; or leaving your toaster stuck in the "on" position; or running a nuclear reactor past maximum permissible power. Sooner or later, something will break, burn up, or melt down. What breaks depends on where the weak links are in your physical body. And this is largely an inherited characteristic.

Here are the common "weak links", and the symptoms of their malfunction:

### **Brain/Nervous System**

Fatigue, aches and pains, crying spells, depression, anxiety attacks, sleep disturbance.

### **Gastrointestinal Tract**

Ulcer, cramps and diarrhea, colitis, irritable bowel syndrome.

**Glandular System**

Thyroid gland malfunction.

**Cardiovascular**

High blood pressure, heart attack, abnormal heartbeat, stroke.

**Skin**

Itchy skin rashes, hives.

**Immune System**

Decreased resistance to infections and neoplasm.

It has been estimated that more than 90% of health problems that bring people into the doctor's office are stress-related!

**Comprehension Questions:**

4. Check the statement(s) that is/are true:

I might have a low stress tolerance if my stress score was under 150 but I "feel" stressed and anxiously want to learn more stress management skills.

I might have a high level of stress tolerance because my stress score was over 250 and yet I do not "feel" stressed.

I might have an average stress tolerance level because my stress score was 250 or greater and I am not comfortable living with this stress level.

5. In assessing one's stress level, we consider life events over the past year because...

A. The effects of serious life events stay with us for at least a year.

B. We want to paint as grim a picture as possible.

C. Those are the only events that really matter.

D. Most people don't remember what happened over a year ago.

**Answers:**

4-All are True. 5-A. See Discussion of Quiz on pages 27-29.

**More on the Physiology of Stress****Focus Questions:**

What chemical changes in my body result in the emotions and physical signs related stress?

What are the long-term impacts of these chemical changes?

**What is the stress response?**

Often referred to as the "fight-or-flight" reaction, the stress response occurs automatically when you feel threatened. Your pituitary gland, located at the base of your brain, responds to a perceived threat by stepping up its release of adrenocorticotrophic hormone (ACTH), which signals other glands to produce

additional hormones. When the pituitary sends out a burst of ACTH, it's like an alarm system going off deep in your brain. This alarm tells your adrenal glands, situated atop your kidneys, to release a flood of stress hormones into your bloodstream. These hormones — including cortisol and adrenaline — focus your concentration, speed your reaction time, and increase your strength and agility.

## **How stress affects your body**

After you've fought, fled or otherwise escaped your stressful situation, the levels of cortisol and adrenaline in your bloodstream decline. As a result, your heart rate and blood pressure return to normal and your digestion and metabolism resume a regular pace. But if stressful situations pile up one after another, your body has no chance to recover. This long-term activation of the stress-response system can disrupt almost all your body's processes, increasing your risk of obesity, insomnia, digestive complaints, heart disease and depression.

**Digestive System:** It's common to have a stomachache or diarrhea when you're stressed. This happens because stress hormones slow the release of stomach acid and the emptying of the stomach. The same hormones also stimulate the colon, which speeds the passage of its contents. Chronic stress can also lead to continuously high levels of cortisol. This hormone can increase appetite and cause weight gain.

**Immune System:** Chronic stress tends to weaken your immune system, making you more susceptible to colds and other infections. Typically, your immune system responds to infection by releasing several substances that cause inflammation. In turn, the adrenal glands produce cortisol, which switches off the immune and inflammatory responses once the infection is cleared. However, prolonged stress keeps your cortisol levels continuously elevated, so your immune system remains suppressed.

In some cases, stress can have the opposite effect, making your immune system overactive. The result is an increased risk of autoimmune diseases, in which your immune system attacks your body's own cells. Stress can also worsen the symptoms of autoimmune diseases. For example, stress is one of the triggers for the sporadic flare-ups of symptoms in lupus, a chronic inflammatory disease that can affect various parts of the body, especially the skin, joints, blood, and kidneys.

**Nervous System:** If your fight-or-flight response never shuts off, stress hormones produce persistent feelings of anxiety, helplessness and impending doom. Oversensitivity to stress has been linked with severe depression, possibly because depressed people have a harder time adapting to the negative effects of cortisol. The by-products of cortisol act as sedatives, which

contribute to the overall feeling of depression. Excessive amounts of cortisol can cause sleep disturbances, loss of sex drive and loss of appetite.

**Cardiovascular System:** High levels of cortisol can also raise your heart rate and increase your blood pressure and blood lipid (cholesterol and triglyceride) levels. These are risk factors for both heart attacks and strokes. Cortisol levels also appear to play a role in the accumulation of abdominal fat, which gives some people an "apple" shape. People with apple body shapes have a higher risk of heart disease and diabetes than do people with "pear" body shapes, where weight is more concentrated in the hips.

**Other System:** Stress worsens many skin conditions — such as psoriasis, eczema, hives and acne — and can be a trigger for asthma attacks.

**Comprehension Questions:**

6. The fight or flight response is triggered...

- A. only if you are good at fighting.
- B. automatically when you are under stress.
- C. once in a while.

7. Choose the statements that are true:

- I. The stress response can both cause obesity and a lack of appetite.
- II. Stress hormones don't cause stomachaches.
- III. Chronic stress suppresses the immune system.
- IV. If the fight or flight response never shuts off, you will feel light and happy.

- A. Statements I and II are true.
- B. Statements II and IV are true.
- C. Statements I and III are true.
- D. All of the statements are true.

**Answers:**

6-B. 7-C. . See Discussion of Quiz on pages 27-29.

So far you've come to understand that the root of stress is the perception that a situation requires more of a person than the person has resources. You have become aware of many stress factors and the events that might be building your stress level right now. And you've gotten plenty of reasons for why it is vital to manage stress in your life, beyond the very good reason that "stress makes me feel bad."

I hope the discussion of the potential negative effects of stress has not stressed you out! If it has, take a deep breath. Look away from this page for a moment. Maybe even stand up and go get a drink of water. When you come back, we'll start working to build your bank of resources to help you manage stress more effectively.

We mentioned early on that there are four kinds of resources you need to keep the demands of life in balances: skills, attitudes, social networks, physical condition. We'll be looking at three dimensions of maintaining your physical condition, and then we'll consider the social dimension.

## 2. Too Stressed Out to Sleep?

### **Focus Questions:**

How much sleep is enough sleep for you to feel well rested and stay healthy?  
How can a nap help meet our sleep requirements?

At a job I had a few years ago, my boss told me she slept no more than six hours a night. The demands of the job required that much of her, she explained. As the demands of my work load increased, I remembered what she said and followed her example. As I let my work expand to fill more time, my sleeping hours were being eroded down to the six-hours-per night point. Still, I was barely keeping up with all the little tasks I had to do. And when I got home from work, my wife did not find me very good company. I would come in, shovel in whatever food there was for dinner, stretch back in the recliner and crash.

If you are getting 6 hours of sleep or less, you are not getting enough sleep, and may have built up a 'sleep deficit' that makes it more difficult to focus on tasks, handle everyday stressors, and fight off illness. You may even be at a significantly greater risk of getting into a car accident or making other errors associated with impaired functioning. You may want to work on time management and structure your lifestyle to include more night sleep, or at least a brief afternoon nap.

### **How Much Sleep Do You Need?**

The body needs 7-8 hours of sleep per day; 6 hours or less triples your risk of a car accident. (Interestingly, too much sleep--more than 9 hours--can actually be harmful for your health. Recent studies show that those who sleep more than 9 hours per day don't live as long as their 8-hour-sleep counterparts!) Sleep is cumulative; if you lose sleep one day, you feel it the next.

If you miss adequate sleep several days in a row, you build up a 'sleep deficit', which impairs the following:

- Reaction time
- Judgment
- Vision
- Information processing
- Short-term memory
- Performance

- Motivation
- Vigilance
- Patience

Fatigued people also experience more moodiness, aggressive behaviors, burnout and more **stress**.

### **The Benefit of a Power Nap**

Studies show that 20 minutes of sleep in the afternoon provides more rest than 20 minutes more sleep in the morning (though the last two hours of morning sleep have special benefits of their own). The body seems to be designed for this, as most people's bodies naturally become more tired in the afternoon, about 8 hours after we wake up.

**How Long Should I Sleep?** When you sleep you pass through different stages of sleep, known together as a sleep cycle. These stages include light sleep, deep sleep (which is believed to be the stage in which the body repairs itself), and rapid-eye movement sleep, or REM sleep (during which the mind is repaired).

Many experts advise to keep the nap between 15 and 30 minutes, as sleeping longer gets you into deeper stages of sleep, from which it's more difficult to awaken. However, some research has shown that a 1-hour nap has many more restorative effects than a 30-minute nap, including a much greater improvement in cognitive functioning. The key to taking a longer nap is to get a sense of how long your sleep cycles are, and try to awaken at the end of a sleep cycle. (It's actually more the interruption of the sleep cycle that makes you groggy, rather than the deeper states of sleep.)

There are pros and cons to each length of sleep, so you may want to let your schedule decide. If you only have 15 minutes to spare, take them! But if you could work in an hour nap, you may do well to complete a whole sleep cycle, even if it means less sleep at night. If you only have 5 minutes to spare, just close your eyes. Even a brief rest has the benefit of reducing stress and helping you relax a little, which can give you more energy to complete the tasks of your day.

### **Comprehension Questions**

8. A sleep deficit occurs if you...
- A. sleep more than 8 hours regularly.
  - B. get up very early in the morning.
  - C. experience slow response time, poor decision-making skills and impatience.
  - D. get inadequate sleep for several consecutive days.

9. Mark the statements that are true about napping.

A. \_\_\_ A 15 minute nap can not do you any good.

B. \_\_\_ Time spent napping can help complete your body's daily sleep needs.

C. \_\_\_ A nap can help improve concentration.

D. \_\_\_ If you feel groggy after a nap, it is probably because you awoke in the middle of a sleep cycle.

*Answers:*

8-D. 9-BCD. . See Discussion of Quiz on pages 27-29.

### 3. Too Stressed Out to Eat?

#### **Focus Questions:**

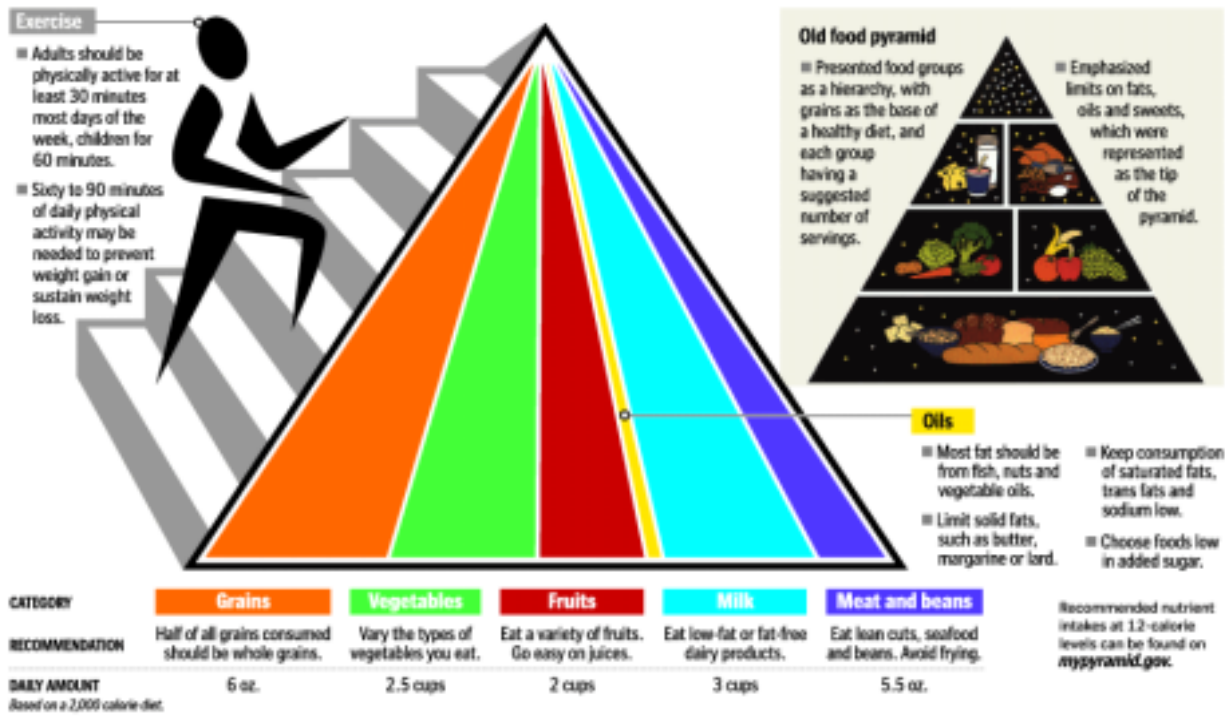
What kind of diet will serve me as an asset in managing stress?

How does caffeine intake impact my sensations of stress?

“Take a break for lunch?!” my friend Rene exclaimed about her stressful work situation. “I haven’t even had time to go to the bathroom!”

If my friend tried to maintain that pace over the long haul, there is a good chance she would be setting herself up for serious health problems. Feeding our body appropriately gives it (and the brain) more resources to help us cope. With an empty belly you are more likely to fall into a “fight or flight” mode – and stay there - than one who has given the body what it needs most.

The U.S. Department of Agriculture has released a new food pyramid, which breaks food categories into a spectrum to emphasize variety. Exercise was introduced as a component of the food pyramid. (See the figure climbing stairs on the left side of the pyramid.)



In examining your daily stress, diet has a huge impact. In fact, simply modifying your diet can be a very effective stress management strategy. You may not have thought about these before, or perhaps not as a strategy for managing stress. Variety in your diet is key. You should eat foods from each “stripe” of the pyramid each day, and in the proportions suggested by the widths of the stripes. In general, the more physically active you are, the more you need to eat. You can get a personalized food plan based on your age, sex, and level of physical activity from a Department of Agriculture web site. See a link to this on the Career Garden web site.

You also need to consider when you eat. Let’s say you having trouble concentrating in a class that runs from 4 to 7 PM. It could be that part of the problem is that your body is out of fuel. Try getting something to eat before the class – some yogurt or a quick sandwich – to see if your ability to concentrate improves.

Consider getting a more objective look at your eating patterns by doing a Food Log. The form on the next page can be useful for this.

## Assessing Your Eating Habits

Record everything you eat and drink for three consecutive days using the table provided. Then consider the questions below.

	Day 1	Day 2	Day 3
Breakfast			
Snack			
Lunch			
Snack			
Dinner			
Snack			
Physical Activity			

Consider these groups of food: 1. Grains, 2. Vegetables, 3. Fruits, 4. Milk, 5. Meat & Beans. Which groups make up the largest portions of your diet? How do your eating patterns compare to the suggestions of the Food Pyramid?

## Caffeine Intake

Caffeine intake can impact your experience of stress dramatically. Moderate caffeine consumption (50-200 milligrams per day) increases alertness and reduces feelings of fatigue for part of the day, but it may make you feel more sluggish later. Larger quantities of caffeine can make you nervous and irritable, and cause headaches, stomach discomfort and insomnia. (All of these are listed in “Effects of Stress”, p. 6 of this module.) Use the table below for considering your daily caffeine intake:

### Caffeine Content of Popular Beverages

Product	Caffeine (mg)*	Product	Caffeine (mg)*
Coffee, grande (16 oz.)	550	Cola (16 oz.)	50**
Coffee, tall (12 oz.)	375	Tea, leaf or bag (8 oz.)	50
Coffee, short (8 oz.)	250	Caffe Americano, short (8 oz.)	35
NoDoz, Maximum Strength (1), or Vivarin (1)	200	Caffe Latte, short (8 oz.) or tall (12 oz.)	35
7-Eleven Big Gulp cola (64 oz.)	190	Caffe Mocha, short (8 oz.) or tall (12 oz.)	35
Coffee, non-gourmet (8 oz.)	135**	Cappuchino, short (8 oz.) or tall (12 oz.)	35
Excedrin (2)	130	Cola (12 oz.)	35**
Maxwell House (8 oz.)	110	Espresso (1 oz.)	35
Caffe Americano, grande (16 oz.)	105	Green Tea (8 oz.)	30**
NoDoz, Regular Strength (1)	100	Chocolate, dark, bittersweet, semi-sweet (1 oz.)	20**
Coffee, instant (8 oz.)	95**	Tea, bottles (12 oz.) or from instant mix (8 oz.)	14**
Caffe Americano, tall (12 oz.)	70	Coffee, decaf, grande (16 oz.)	10
Caffe Latte or Cappuccino, grande (16 oz.)	70	Coffee, decaf, short (8 oz.) or tall (12 oz.)	10
Caffe Mocha, grande (16 oz.)	70	Chocolate, milk (1 oz.)	5**
Espresso, double (2 oz.)	70	Cocoa or hot chocolate (8oz.)	5**
Caffeinated Water, (Edge 2 O), (8 oz.)	70	Coffee, decaf, non-gourmet (8 oz.)	5**
Anacin (2)	65	Espresso, decaf (1 oz.)	5
Cola (20 oz.)	60**	Tea, decaf (8 oz.)	0
Mountain Dew (12 oz.)	55	<b>Total daily caffeine intake:</b>	

\* = Average caffeine levels for popular beverages, foods, and drugs (rounded to the nearest 5 milligrams.)

\*\* = typical value

Check the one to show how much caffeine you take in a day.

Under 50 mg. (No impact.)

50-200 mg. (Perky now, sluggish later.)

Over 200 mg. (Nervous, irritable, stomachaches, headaches.)

### **Comprehension Questions:**

10. Which of these statements is best?

- A. If you usually eat only a few different foods, you might be cheating your body of resources it needs to cope with stress.
- B. If you do a lot of exercise, a larger portion of your diet should be made up of meat.
- C. Eating foods with carbohydrates will make you gain weight.
- D. When you are under stress, your body can use more oils and fats.

11. Which of these applies to a 16 oz. Coffee grande which has 550 mg. of caffeine?

- A. It has enough caffeine to cause irritability and headaches.
- B. The caffeine in this drink won't effect most people much.
- C. This level of caffeine makes one feel drowsy rather than alert.
- D. The digestive system neutralizes the effects of caffeine when it is taken in at his volume.

*Answers:*

10-A. 11-A . See Discussion of Quiz on pages 27-29.

## **4. Too Stressed Out to Exercise?**

### **Focus Questions:**

How does physical exercise help your body cope with stress?  
What are the specific benefits of different kinds of exercise?

My friend who was so busy she “didn’t have time to go to the bathroom” did at least include some exercise as part of her routine. Built into Rene’s daily public transit commute to San Francisco was a brisk walk. Another friend, George, makes a point of getting away from his desk in the middle of his workday to run about 5 miles. He says it clears his head and releases tension. He also has a treadmill near his work area that he uses “to solve problems.” He says he gets on the treadmill with a problem and twenty minutes later – thanks to the concentration he gains in the rhythm of walking – he gets off with a solution.

Even if more of us are like Rene than like George, exercise can be a vital part of our stress management plan. Research has shown that physical exercise is the best known tension reliever. It is a very important remedy for stress. Nothing eases and releases stress more than exercise.

Physically, exercise improves your cardiovascular functions by strengthening and enlarging the heart, causing greater elasticity of the blood vessels, increasing oxygen throughout your body, and lowering your blood levels of

fats such as cholesterol and triglycerides. All of this, of course, means less chance of experiencing a heart condition, a stroke, or high blood pressure.

Mentally, exercise provides an outlet for negative emotions such as frustration, anger, and irritability, thereby promoting a more positive mood and outlook. Exercise improves mood by producing positive biochemical changes in the body and brain. Regular exercise reduces the amount of adrenal hormones your body releases in response to stress. Also, with exercise, your body releases greater amounts of endorphins. Depressed people often lack these neurochemicals. Endorphins are natural painkillers and also help lift your mood. The 'runner's high' is a result of the increased endorphins in the body. Exercise, therefore, will keep your body functioning properly and will keep you feeling both relaxed, refreshed and promote deep, restful sleep.

## **Aerobic Exercise**

Walking, jogging, bicycling, swimming are all examples of aerobic exercise. Aerobic exercise is key to cardiovascular health. Experts recommend at least 20 minutes per day, at least three days per week.

Rene's walk to the bus is gives an example of how this exercise can be integrated into our lives as part of our work commute. My daily core exercise each day happens while I take my son to pre-school in the trailer attached to my bicycle. Other errands can provide the same opportunity. Need to pick up just a couple things from the grocery store? You could jump into your car to the supermarket. Instead, consider walking to a market a few blocks down the way. It might not take you that much longer to do the errand by foot. And you will have accomplished something good for yourself at the same time.

In George we see demonstrated the psychological benefits of aerobic exercise. For him, running and walking have become relaxation techniques, which we'll discuss in a little bit.

## **Strength Training**

Strength training often uses weights or weight machines to work particular muscle groups. The results of strength training, if done properly, can range from improved muscle tone and posture to Mr. or Miss Universe competitors. Strength training can be a good way to blow off steam, by releasing the excess energy generated by stressful events.

## **Stretching**

Stretching relaxes the soft tissues of the body (muscles, ligaments, tendons) resulting in increased flexibility and reducing the chance of injury. Stretching also contributes to improved posture. Stretching after other exercise is

strategic, since this is when muscles are most likely to contract. Stretching after other exercise keeps the tissues supple, but and can helps avoid cramping later. Simple stretching first thing in the morning is also a very relaxing way to start your day.

This year I have moved stretching up to a rather high priority in my own daily routine. I do exercises I learned from a physical therapist who was treating me for back pain. As an active, long-boned forty-something, I will experience a sense of imbalance in my low back and hips and a faint suggestion of pain if I go a day or two without stretching. –That faint suggestion reminds me of the severe back pain that recently knocked me out flat for weeks and prevented me from enjoying my normal life. In terms of time management, stretching has become non-urgent but very important!

## **Relaxation Exercises**

Deep-breathing exercises may put you in a relaxed state. Follow these steps:

1. Slowly inhale through your nose to a count of 10. As you inhale, your upper abdomen should rise — not your chest.
2. Exhale slowly and completely, to a count of 10.
3. Repeat five to ten times. Try to do this several times every day, even when you're not feeling stressed.

Consider taking a class in yoga or Tai chi chuan if you'd like to explore more breathing and relaxation techniques. You can also find web sites with instructions for relaxation exercises. See the Career Garden website for a link, [www.bostonreed.com/careercarden](http://www.bostonreed.com/careercarden).

## **Team Sports**

If you enjoy basketball or soccer, you might be getting an additional stress-reducing value by being with friends. Non-competitive games are a great way to keep your body active and can help you deal with stress. Doing something – almost anything - that you enjoy and that keeps your body active on a regular basis will help you deal with stress.

### **Comprehension Questions:**

12. T F Immediate benefits from exercise include an increase of oxygen throughout the body and an increase in endorphins.
13. T F Physical exercise promotes good sleep at night.
14. T F Strength training can help release excess energy caused by stress.
15. T F Team sports are not as good for stress management because you usually have to interact with others while you play.

**Answers:**

12-T. 13-T. 14-T. 15-F. . See Discussion of Quiz on pages 27-29.

## 5. Too Stressed Out to Socialize?

### **Focus Questions:**

How can friendships be a part of your stress management strategies?

What can you do to broaden your circle of friends?

How does laughter impact stress?

A popular song by Paul Simon has these lines:

I've built walls,  
A fortress deep and mighty  
That none may penetrate.  
I have no need of friendship;  
friendship causes pain.  
It's laughter and loving I disdain.  
I am a rock, I am an island.

You might say these lyrics voice a kind of strength and independence. Or, you might see that the song portrays a person who has cut himself off from a key resource for stress management! Social interaction, especially strong friendships, is a powerful buffer for stress.

Research shows that healthy and supportive relationships can reduce stress and improve your overall health and sense of well being. Having an empathetic friend who will listen to you vent is a great gift. Having a gang of friends you can goof off with is another kind of gift, also valuable to your sense of well being. While just 'hanging-out' with your friends might seem like you're not doing anything important, this kind of social time can release you from troubling inner-thoughts and help you maintain healthy balance in your life.

### **Deepening Your Friendships.**

Building a network of supportive friends, or even just one supportive relationship, can be vital to your well being. Here are some key skills that can help you to build relationships with people that are truly supportive and sustaining, that will bring great benefits to you and your friends.

#### **Listen to Your Friends:**

When we've had a hard day, sometimes being able to talk to a friend about our feelings is all it takes to turn things around and turn stress into a feeling of connection and well being. Being truly listened to and understood can have profound effects on us. When dealing with friends, it's important to give as

well as receive this supportive type of listening when support is truly needed. Here are some things to remember when friends are talking about things that stress or upset them:

- ✓ Ask them about their feelings, and listen.
- ✓ Reflect back what you hear, so they know you really understand.
- ✓ Instead of always trying to tie the conversation back to your experiences, focus questions on them and their feelings.

When they're talking, are you missing some of what they say because you're waiting for them to stop talking so you can say what you want to say next? Stop, and really listen to them.

## **Broadening Your Circle of Friends**

Studies on social support show that having one or two close and supportive friends is at least as valuable to emotional health as having a large group of friendly acquaintances or more shallow friendships. However, having social support from several sympathetic friends would be the best of both worlds. You probably already know if you're more comfortable with one good friend or many, but there are some good reasons to have at least a few different friends to fall back on:

- If you have only one person supporting you through difficult times, you may wear that person out, or feel unsupported if that person is unavailable. It's better for everyone if you have at least a few people to depend on.
- You draw different benefits from different types of people. Having an outgoing friend to party with, a knowledgeable friend to gain information and insights from, and an empathic friend to be a good listener during tough times, for example, provides a better blend of social support than any one of these people alone could give.
- Your friends can bring out different qualities in one another that benefit all of you. For example, your outgoing friend could bring your shy empathic friend out of her shell, and the three of you could go out and party together. Plus, your friends can introduce you to more friends, giving you a greater pool of pre-screened potential friends.
- Studies show that a sense of belonging is extremely important for emotional health and well being; those who have social support but don't feel a sense of belonging are much more likely to suffer from depression, for example.

### **How to Meet New People:**

If you're not still in school or working for a large company with a built-in social structure and constant opportunities to meet new people, it's still easy to build new friendships. Here are a few ways to meet new people:

- **Join a Gym.** If you're not comfortable striking up a conversation with the person on the next stairmaster, most gyms offer yoga, aerobics or even martial arts classes, which provide a more intimate setting and opportunities to meet people, perhaps finding a workout buddy.
- **Get Involved in a Hobby.** If you enjoy making things with your hands, you can enroll in a community art class. If you like writing, a writer's workshop will provide a great opportunity to improve your writing skills and get to know other writers at the same time. Joining a class geared toward your interests ensures you'll improve yourself, and you'll meet people with whom you already have something in common!
- **Volunteer.** Getting involved with a charity you believe in. It will give you a sense of doing something positive to help the world, which has a great way of relieving stress in itself, and you'll meet others with similarly big hearts and great passion for helping.
- **Get a Pet.** Not only will you derive physical and emotional benefits from being a pet owner, you can meet others at dog parks or pet stores. There are even park days for passionate rabbit owners! Let your 'best friend' help you connect with other (human) friends.
- **Have a Party.** If you invite all of your current friends and encourage each to bring a friend, you'll have a pool of new people to meet. Plus, you may inspire your friends to throw their own parties, where you'll meet even more new people.
- **Smile!** This one may sound simple, but if you give off an 'approachable vibe', you may find that you're striking up conversations with new people wherever you go. Not all these conversations need to lead to a new friendship, but some might, and just one warm exchange with someone new can brighten up your day (and theirs)!

### **Stress Management Benefits of Laughter:**

Research has shown health benefits of laughter ranging from strengthening the immune system to reducing food cravings to increasing one's threshold for pain. There's even an emerging therapeutic field known as humor therapy to

help people heal more quickly, among other things. Humor also has several important stress relieving benefits.

- **Hormones:** Laughter reduces the level of stress hormones like cortisol, epinephrine, adrenaline, dopamine and growth hormone.

It also increases the level of health-enhancing hormones like endorphins, and neurotransmitters. Laughter increases the number of antibody-producing cells and enhances the effectiveness of T cells. All this means a stronger immune system, as well as fewer physical effects of stress.

- **Distraction:** Laughter brings the focus away from anger, guilt, stress and negative emotions in a than other mere distractions.
- **Perspective:** Studies show that our response to stressful events can be altered by whether we view something as a 'threat' or a 'challenge'. Humor can give us a more lighthearted perspective and help us view events as 'challenges', thereby making them less threatening and more positive.
- **Social Benefits of Laughter:** Laughter connects us with others. Also, laughter is contagious, so if you bring more laughter into your life, you can most likely help others around you to laugh more, and realize these benefits as well. By elevating the mood of those around you, you can reduce their stress levels, and perhaps improve the quality of social interaction you experience with them, reducing your stress level even more!

### **Comprehension Questions:**

16. What actions are recommended to help a friend cope with stress?

- I. Ask about their feelings
  - II. Listen reflectively
  - III. Suggest solutions to their problems
  - IV. Tie the conversation back to your own story.
- A. All of these
  - B. Only I.
  - C. I. and II.
  - D. II. III. and IV.

17. What is the advantage of having several deep friendships?
- A. You can have them compete for your attention.
  - B. Different people give you different “inputs.”
  - C. You don’t know for sure who you can rely on, even of your closest friends.
  - D. All of the above.

18. T F Laughter has physiological, emotional and social benefits to stress management.

**Answers:**

16-C. 17-B. 18-T . See Discussion of Quiz on pages 27-29.

## 6. Plan for Managing Stress

Earlier in this module you assessed your own level of stress. Then you reviewed how very physiological stress is. A plan for managing stress in your life might include changes in your habits of sleeping, eating, exercising and socializing. (It can also include improved time management skills, addressed elsewhere in Career Garden.) The following worksheet is designed to help you summarize what you’ve learned and help you put it into action.

### Summary

We have seen that stress occurs when the demands of a situation outweigh one’s perceived resources for coping with those demands. Stress has a physiological basis and can impair us physically. Important for managing stress is to take care of ourselves in how we sleep, eat, exercise and socialize. You can assess how well you take care of yourself in those ways and plan for change as a measure of maintaining your health in the long term and managing your stress in the near term.

# Stress Management Plan

## Assessment:

1. My Total on the Stress Rating Scale (p. 8): \_\_\_\_\_
2. Check one or more statements that describe your attitudes toward stress and stress management:
  - I am comfortable living with this level of stress.
  - I have some interest in learning new skills for managing stress better.
  - I badly want to learn new stress management skills.
  - \_\_\_\_\_
3. I have experienced these conditions, and I think they might be stress-related:

In my body	In my mind/ emotions	In my behavior

4. I usually get \_\_\_\_\_ hours of sleep each night.
  - For me this feels adequate.
  - A little more would be better.
  - I sometimes feel the signs of sleep deprivation (p. 13)
5. My diet...
  - is diverse, with lots of vegetables and grains.
  - does not include much variety.
6. My daily caffeine intake is about \_\_\_\_\_ mg.
7. I regularly get exercise from these activities:
 

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8. In terms of social supports...
  - I have a nice-sized network of friends.
  - I have a small number of close friends.
  - I'd like to know more people.
  - I'd like to know ore people more deeply.
9. I have a big belly laugh
  - several times a day.
  - several times a week.
  - several times a month
  - several times a year.

## Actions:

### Sleep

- No changes because \_\_\_\_\_
- I plan to get a total of \_\_\_\_\_ hours of sleep most nights.
- I plan to try napping.
- I plan to try relaxation exercises to help me get to sleep.
- Other \_\_\_\_\_

### Diet

- No changes because \_\_\_\_\_
- I plan to increase variety in diet by eating more \_\_\_\_\_ and less \_\_\_\_\_
- I plan to eat regularly through the day to keep body fueled.
- I plan to reduce caffeine intake to \_\_\_\_\_ mg per day.
- Other \_\_\_\_\_

### Exercise

- No changes because \_\_\_\_\_
- I plan to get more exercise by using public transit or doing errands on foot.
- I plan to do more  aerobic exercise  strength training  stretching
- I plan to explore yoga, tai chi or other relaxation exercise techniques.
- I plan to do more \_\_\_\_\_

### Socializing

- No changes because \_\_\_\_\_
- I plan to increase my circle of friends by \_\_\_\_\_
- I intend to deepen relationships with some people I know by \_\_\_\_\_
- Other \_\_\_\_\_

## Review Questions

1. **Complete this sentence:** Stress is a condition or feeling experienced when a person perceives that \_\_\_\_\_ exceed the personal and social \_\_\_\_\_ the individual is able to mobilize.

2. **Choose the statements that are true:**

- I. Angry outbursts can be stress-related.
- II. Apathy can be stress-related.
- III. Weight loss can be stress related.
- IV. Weight gain can be stress-related.

- A. I and II are true
- B. I, II, and III are true.
- C. None of the statements are true.
- D. All of the statements are true

3. **Choose the statements that are true:**

- I. Anxiety is an example of an emotional manifestation of stress.
- II. Increased smoking is an example of a stress-related change in behavior.
- III. Diarrhea is an example of a physical condition that may be stress-induced.

- A. I and II are true
- B. II, and III are true.
- C. I and III are true.
- D. I, II, and III are true.
- E. None of the statements are true.

4. **Check the statement(s) that is/are true:**

\_\_\_ I might have a low stress tolerance if my stress score was under 150 but I “feel” stressed and anxiously want to learn more stress management skills.

\_\_\_ I might have a high level of stress tolerance because my stress score was over 250 and yet I do not “feel” stressed.

\_\_\_ I might have an average stress tolerance level because my stress score was 250 or greater and I am not comfortable living with this stress level.

5. **In assessing one’s stress level, we consider life events over the past year because...**

- A. The effects of serious life events stay with us for at least a year.
- B. We want to paint as grim a picture as possible.
- C. Those are the only events that really matter.

D. Most people don’t remember what happened over a year ago.

6. **The fight or flight response is triggered...**

- A. only if you are good at fighting.
- B. automatically when you are under stress.
- C. once in a while.

7. **Choose the statements that are true:**

I. The stress response can both cause obesity and a lack of appetite.

II. Stress hormones don’t cause stomachaches.

III. Chronic stress suppresses the immune system.

IV. If the fight or flight response never shuts off, you will feel light and happy.

- A. Statements I and II are true.
- B. Statements II and IV are true.
- C. Statements I and III are true.
- D. All of the statements are true.

8. **A sleep deficit occurs if you...**

- A. sleep more than 8 hours regularly.
- B. get up very early in the morning.
- C. experience slow response time, poor decision-making skills and impatience.
- D. get inadequate sleep for several consecutive days.

9. **Mark the statements that are true about napping.**

A. \_\_\_ A 15 minute nap can not do you any good.

B. \_\_\_ Time spent napping can help complete your body’s daily sleep needs.

C. \_\_\_ A nap can help improve concentration.

D. \_\_\_ If you feel groggy after a nap, it is probably because you awoke in the middle of a sleep cycle.

10. **Which of these statements is best?**

- A. If you usually eat only a few different foods, you might be cheating your body of resources it needs to cope with stress.
- B. If you do a lot of exercise, a larger portion of your diet should be made up of meat.
- C. Eating foods with carbohydrates will make you gain weight.
- D. When you are under stress, your body can use more oils and fats.

11. Which of these applies to a 16 oz. Coffee grande which has 550 mg. of caffeine?

- A. It has enough caffeine to cause irritability and headaches.
- B. The caffeine in this drink won't effect most people much.
- C. This level of caffeine makes one feel drowsy rather than alert.
- D. The digestive system neutralizes the effects of caffeine when it is taken in at his volume.

12. T F Immediate benefits from exercise include an increase of oxygen throughout the body and an increase in endorphins.

13. T F Physical exercise promotes good sleep at night.

14. T F Strength training can help release excess energy caused by stress.

15. T F Team sports are not as good for stress management because you usually have to interact with others while you play.

16. What actions are recommended to help a friend cope with stress?

- I. Ask about their feelings
  - II. Listen reflectively
  - III. Suggest solutions to their problems
  - IV. Tie the conversation back to your own story.
- A. All of these
  - B. Only I.
  - C. I. and II.
  - D. II. III. and IV.

17. What is the advantage of having several deep friendships?

- A. You can have them compete for your attention.
- B. Different people give you different "inputs."
- C. You don't know for sure who you can rely on, even of your closest friends.
- D. All of the above.

18. T F Laughter has physiological, emotional and social benefits to stress management.

## Discussion of Review Questions

1. Complete this sentence: Stress is a condition or feeling experienced when a person perceives that \_\_\_\_\_ exceed the personal and social \_\_\_\_\_ the individual is able to mobilize.

First Blank: "demands." Second blank: "resources." Words with similar meanings acceptable.

2. Choose the statements that are true:

I. Angry outbursts can be stress-related.

This is a true statement.

II. Apathy can be stress-related.

This is a true statement.

III. Weight loss can be stress related.

This is a true statement.

IV. Weight gain can be stress-related.

This is a true statement.

A. I and II are true

Incorrect.

B. I, II, and III are true.

Incorrect.

C. None of the statements are true.

Incorrect.

D. All of the statements are true

Correct.

3. Choose the statements that are true:

I. Anxiety is an example of an emotional manifestation of stress.

This is true.

II. Increased smoking is an example of a stress-related change in behavior.

This is true.

III. Diarrhea is an example of a physical condition that may be stress-induced.

This is true.

A. I and II are true

Incorrect.

B. II, and III are true.

Incorrect.

- C. I and III are true.  
Incorrect.
- D. I, II, and III are true.  
Correct.
- E. None of the statements are true.  
Incorrect.

**4. Check the statement(s) that is/are true:**

- \_\_\_ I might have a low stress tolerance if my stress score was under 150 but I “feel” stressed and anxiously want to learn more stress management skills.
- \_\_\_ I might have a high level of stress tolerance because my stress score was over 250 and yet I do not “feel” stressed.
- \_\_\_ I might have an average stress tolerance level because my stress score was 250 or greater and I am not comfortable living with this stress level.
- All three statements are true.

**5. In assessing one’s stress level, we consider life events over the past year because...**

- A. The effects of serious life events stay with us for at least a year.  
Correct. Events such as death of a loved one or divorce impact us for a long time.
- B. We want to paint as grim a picture as possible.  
Incorrect. Significant events have a long-term impact, even if it is not always felt.
- C. Those are the only events that really matter.  
Incorrect. Smaller events add to accumulation of stressful conditions.
- D. Most people don’t remember what happened over a year ago.  
Incorrect.

**6. The fight or flight response is triggered...**

- A. only if you are good at fighting.  
Incorrect. Both “lions” and “mice” experience the fight or flight response.
- B. automatically when you are under stress.  
Correct.
- C. once in a while.  
Incorrect. Though arguably true for some people, this is not the best answer.

**7. Choose the statements that are true:**

- I. The stress response can both cause obesity and a lack of appetite.  
True. Stress leads some individuals into each of these conditions.

- II. Stress hormones don’t cause stomachaches.  
False. Stress hormones can in fact impair your body, causing conditions such as stomachaches.
- III. Chronic stress suppresses the immune system.  
True.
- IV. If the fight or flight response never shuts off, you will feel light and happy.  
False. If your fight-or-flight response never shuts off, stress hormones produce persistent feelings of anxiety, helplessness and impending doom.

- A. Statements I and II are true.  
Incorrect.
- B. Statements II and IV are true.  
Incorrect.
- C. Statements I and III are true.  
Correct.
- D. All of the statements are true.  
Incorrect.

**8. A sleep deficit occurs if you...**

- A. sleep more than 8 hours regularly.  
Incorrect. Though sleeping more than 8 hours has been related to some health problems, this is not a sleep deficit.
- B. get up very early in the morning.  
Incorrect. What matters is not when you sleep but how much you sleep.
- C. experience slow response time, poor decision-making skills and impatience.  
Incorrect. These are some of the effects of sleep deficit.
- D. get inadequate sleep for several consecutive days.  
Correct.

**9. Mark the statements that are true about napping.**

- A. \_\_\_ A 15 minute nap can not do you any good.
- B. \_T\_ Time spent napping can help complete your body’s daily sleep needs.
- C. \_T\_ A nap can help improve concentration.
- D. \_T\_ If you feel groggy after a nap, it is probably because you awoke in the middle of a sleep cycle.

**10. Which of these statements is best?**

- A. If you usually eat only a few different foods, you might be cheating your body of resources it needs to cope with stress.

Correct. Variety in balance can give our body all the tools it needs.

B. If you do a lot of exercise, a larger portion of your diet should be made up of meat.

Incorrect. More active people need to take in more calories, but in most circumstances the same balance among grains, vegetables, fruits milk and meat is appropriate.

C. Eating foods with carbohydrates will make you gain weight.

Incorrect. Your body needs carbohydrates. The key is to eat high-carbohydrate foods in proper balance with other foods.

D. When you are under stress, your body can use more oils and fats.

Incorrect.

11. Which of these applies to a 16 oz. Coffee grande which has 550 mg. of caffeine?

A. It has enough caffeine to cause irritability and headaches.

Correct. This is considered a “high” amount of caffeine to take in.

B. The caffeine in this drink won't effect most people much.

Incorrect.

C. This level of caffeine makes one feel drowsy rather than alert.

Incorrect.

D. The digestive system neutralizes the effects of caffeine when it is taken in at his volume.

Incorrect.

12. T F Immediate benefits from exercise include an increase of oxygen throughout the body and an increase in endorphins.

True.

13. T F Physical exercise promotes good sleep at night.

True.

14. T F Strength training can help release excess energy caused by stress.

True.

15. T F **Team sports are not as good for stress management because you usually have to interact with others while you play.**

False. Interacting with others can be either a plus or a minus for stress management.

16. **What actions are recommended to help a friend cope with stress?**

I. Ask about their feelings

II. Listen reflectively

III. Suggest solutions to their problems

IV. Tie the conversation back to your

own story.

A. All of these

Incorrect.

B. Only I.

Incorrect.

C. I. and II.

Correct. Often just listening to someone else is more helpful than trying to solve their problems for them (III). Offering examples of similar events from your own life (IV) can sometimes demonstrate empathy, but keeping your focus on the other person can feel tremendously supportive.

D. II. III. and IV.

Incorrect.

17. **What is the advantage of having several deep friendships?**

A. You can have them compete for your attention.

Incorrect.

B. Different people give you different “inputs.”

Correct.

C. You don't know for sure who you can rely on, even of your closest friends.

Incorrect.

D. All of the above.

Incorrect. B is the best answer.

18. T F **Laughter has physiological, emotional and social benefits to stress management.**

True.

## Prepare to Meet Your Coach

**Student**

**Name:** \_\_\_\_\_

Bring these items completed when you meet with your instructor or coach.

Reflective Writing: What idea or activity in this module has been the most helpful to you? Why?

What questions do you still have?

**Instructor**

Record student performance in right column of the table.

<b>Item</b>	<b>%age of Module</b>	<b>Standard</b>	<b>Student Performance</b>
Stress Management Plan	50	Complete each item of Assessment portion. On Actions portion, check one or more boxes in each area (sleep, diet, etc.) If a box with a blank to fill in is checked (such as “No change because...”), the blank must be filled in with something reasonable.	
Review Questions	50	15 of 18 correct	
		<b>Total:</b>	

Date Module Completed: \_\_\_\_\_

Notes:

Next Assignment & Due Date: \_\_\_\_\_