


- Identify sector's limits for workload/change
- View short-term, moderately stressful situations as challenging rather than threatening
- Use prudent planning (e.g., resource planning) to eliminate or minimize potentially stressful workloads

- Develop strategies to reduce stress within the system
- Challenge subordinate managers and employees to find ways to meet standards of excellence without undue stress and strain



Public Service Courses

- *Managing Stress Effectively* (T013 - Training & Development Canada)
- *Planning My Future* (D007 - Training & Development Canada)
- *Stress Management* (0103 - Statistics Canada)

Public Service Counseling

- Contact your EAP for confidential counselling and guidance

Other Resources

- *Wellness Checkpoint* - a computer-based assessment offered by the Public Service Commission's Self-Directed Learning Centre
- Employee Assistance Programme for DFAIT (SBDA)

On-the-Job Actions to Develop Your Stamina/Stress Resistance

- Define what balance is for you and include your spouse, partner, friend or family in the definition.
- Use stress management techniques such as exercise, meditation, and nutrition to manage your own stress levels.
- Focus on taking action in areas where you have indirect or direct control; stop focussing on areas over which you have no control.
- Do not allow yourself to become abusive or hostile - you may have to make an extra effort to guard against this when you are under stress or providing negative feedback to subordinates. Challenge yourself on how effectively you are delegating and sharing ownership of your team's mandate.
- Face the truth - identify the causes of your current stresses by examining your own behaviours - seek advice from an objective source.

