

CARE Newsletter

University Health Services, UC Berkeley

Topic: Managing Stress: Tools and Tips

Greeting Everyone!

Welcome to the first issue of the CARE Services Newsletter. As you know, CARE Services is the free and confidential Employee Assistance Program for UC Berkeley faculty, staff, post-docs and visiting scholars. The CARE Services newsletter will be an occasional feature, addressing issues related to the mental and emotional health and well-being of those in our campus community.

The topic of this newsletter is Managing Stress: Tools and Tips. Although some stress in our lives can be an energizing and motivating source, there is also evidence that intense, prolonged, and overwhelming stress can have a negative impact on our physical, psychological, and emotional health and functioning. The key to stress management is, first, to recognize your possible stress-related signs and symptoms, and then, to find techniques or resources to help you cope.

The following pages are a series of items that include practical tools and tips you can use to help you better manage your stress at home or at work. These items include information on:

- Upcoming CARE Services workshops
- Web links to CARE stress reduction handouts
- An introduction to the new "Stretch Break" computer program
- Lists of suggested relaxation and stress management-oriented CDs and books

In addition, there are web links to other campus and community programs related to health, fitness, and stress management.

Take a moment to check out these Tools and Tips. Don't forget to also check out the CARE webpage for more information on all our services and links to additional campus and community resources at www.uhs.berkeley.edu/facstaff/care.

Be Well,

CARE Services for Faculty and Staff

CARE Services is the campus faculty and staff assistance program providing free, confidential, problem assessment and referral for UC Berkeley faculty and staff.

SPRING 2007 CARE STRESS MANAGEMENT WORKSHOPS (Free)

Registration is required for these workshops through [ICE](#) (Interactive Class Enrollment)
ICE Enrollment: <http://hrweb.berkeley.edu/ice/home>.

Setting Appropriate Limits I

Thursday, Feb. 15, 12:10-1:30 pm, Tang Ed Center

In order to be effective in our lives we need to be able to assess situations accurately and to understand what is within our control. In this workshop we will explore skills to set appropriate boundaries and to exercise constructive assertiveness. Enroll on ICE

Setting Appropriate Limits II – Practicing the Skills

Thursday, Feb. 22, 12:10-1:30 pm, Tang Ed Center

Prerequisite: having attended the “Setting Appropriate Limits” workshop. In this workshop, participants will have a chance to deepen their understanding of the skills and tools discussed in the previous workshop through examples, role play and exercises. Enroll on ICE

Addressing Your Stress

Wednesday, Apr. 11, 12:10-2 pm, Tang Ed Center

In this workshop, participants will learn the fundamentals of stress management. This includes identifying stressors in your work and personal life, recognizing how stress affects you, and exploring different coping strategies to reduce stress. Enroll on ICE

For more information contact CARE Services at 643-7754

STRESS MANAGEMENT HANDOUTS



CARE Services has written several helpful handouts (tips) related to coping with stress. Click on this website www.uhs.berkeley.edu/facstaff/care/copingtools.shtml to find the following handouts:

- Managing Stress: Stress in the Office
- Stress Busters
- Managing Physical Reactions of Stress
- How to Manage the Stress of these Difficult Times
- Managing the Stress of Change/Transition
- Stress Management: Overview (Signs and Symptoms of Stress Overload)



ANNOUNCING “STRETCH BREAK” new, free computer program

Research has shown that relaxation exercises (slow breathing techniques) can help reduce blood pressure and muscle tension. For those who would like to receive an interactive, visual reminder to take a stretch break or “breather” from their desk or computer during the work day, “Stretch Break,” may be just right for you. “Stretch Break” is a new, free computer program available to all UCB faculty, staff, and students, which can be downloaded to your computer through the Blu portal. Once you’ve downloaded “Stretch Break,” you can set up intervals in your work day when your computer will send you a reminder to take a stretch

break, and provide a “virtual person” on your computer screen to lead you through a few minutes of office stretches or deep breathing exercises.

For more information or to download the “Stretch Break” program, go to:
www.blu.berkeley.edu. Logon with your Calnet ID
Click on People tab. Stretch Break is under Job Tools

RELAXATION RESOURCES/CDs*



Listening to a relaxation or stress reduction CD can be a wonderful way to calm yourself, reduce tension, or unwind. CDs can play soothing music, or provide guided meditation or relaxation tips. The following is a selection of CDs to consider as part of your stress reduction/relaxation collection:

- **Quiet Heart – Spirit Wind (by Richard Warner)**
A combination of bamboo flutes, chimes, and acoustic music that create a meditative mood. To check out or listen to music samples go to:
www.amazon.com/Quiet-Heart-Spirit-Richard-Warner/dp/B000005P1W
- **StressBreaks/Relaxation Series (by Whole Person Associates Inc.)**
A partial list from their meditation and relaxation series which include the following CDs:
 - Natural Tranquilizers (for sleep)
 - Stress R-E-L-E-A-S-E
 - Worry Stoppers (for excessive worrying)
 - Countdown to Relaxation
 - Relax. . . Let Go. . . Relax
 - Stress Escapes

To check out the CDs at the Whole Person Associates website, go to:
www.wholeperson.com/list-relax.html

- **Manage and Harness Stress Series (by Emmett Miller, M.D.)**
Dr. Miller, a physician, is considered one of the early advocates of Mind/Body medicine. This link is from his catalog of videos and CDs re: managing stress. To check out or listen to music samples go to:
www.drmler.com/products/stress.html#lettinggoofstress

STRESS REDUCTION WORKBOOK



Do you want a concise, useful primer on how to manage your stress? Take a look at this stress management classic, “The Relaxation and Stress Reduction Workbook” (by Martha Davis, Ph.D, et al). It’s a practical, informative workbook and guide, filled with easy to follow techniques and tips (meditation, coping skills, time management, etc.) that take you step-by-step through the stress management maze.

For more information or to check out the book go to:
www.amazon.com/Relaxation-Stress-Reduction-Workbook/dp/1572242140

COMMUNITY STRESS MANAGEMENT AND MINDFULNESS



- Kaiser Permanente of Northern California's division of Behavioral Health Education has a variety of stress/anxiety reduction and mindfulness classes, open to the both Kaiser members and *the public*. To find out what Kaiser offers in your Bay Area location go to: <http://members.kaiserpermanente.org/kpweb/classes/search.do> Type in key words "stress," "anxiety," or "mindfulness."
- For those who want another valuable stress management program, StressCare, located in Berkeley, has an 8-week mindfulness/stress reduction program. For more information go to: www.stresscaretraining.org

Both Kaiser classes and StressCare are available for a fee. (Note: Kaiser members can attend Kaiser classes for a reduced fee)

OTHER CAMPUS STRESS BUSTING RESOURCES



Caring for your physical health can play a part in your managing stress. For web links to other campus resources re: online tools, classes, or tips on exercise and fitness, healthy eating and nutrition, and smoking cessation, check out:

- Health*Matters (UCB Faculty/Staff Wellness Program)
www.uhs.berkeley.edu/facstaff/healthmatters
- Recreational Sports (UCB Exercise Classes, Fitness Memberships and Facilities)
<http://calbears.berkeley.edu>

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