



Richard Denny

Your Success Coach

The media have called Richard Denny '**The Millionaire Maker**'. For over 30 years he has helped thousands of people into financial wealth, and others into greater achievement and happiness. His lectures, books, videos, DVD's and CD's are bought around the world.



10 Tips for handling stress

Stress of course can be good for us as it can raise us to new levels of performance, but it can, when not controlled, also be an extremely serious illness that may require expert medical treatment of which I am most certainly not qualified to discuss.

Apparently the three biggest causes of stress at work requiring medical treatment are as follows: -

Firstly, the mismanagement of time, people not being trained how to manage their time and therefore not being on top of their job. The inability to prioritise, people taking bulging briefcases home which remain unopened leaves them feeling guilty the next day. As we all know nobody can manage time, there are only 60 minutes in an hour and 24 hours in a day. We need to learn how to better manage ourselves in that given time.

Secondly, people given a new job and then not being trained how to do it is a massive cause of stress

Thirdly, rare in the private sector but common in the public sector and is best described as sheer work overload, with only a once a year appraisal.

Prevention of mismanaged stress is obviously worthwhile, so here are the tips:

1. At the end of a day write down the to do list for tomorrow.
2. Now number that list in order of importance, in other words the most important job becomes number one.
3. The following day when you decide to start work begin at number one and keep at it until it has been accomplished and then to number two and so on. If you use that system, there is no known other way of getting more done in a day.
4. Every day give your body a little exercise, walking being one of the best. The exercise gets the oxygen circulating and also gives you thinking time.
5. Give some time for yourself and not feel guilty. Take care of your appearance, hair, clothes, make-up etc.



6. Always make sure you have something to look forward to. This helps to keep the balance of life right. It might be as simple as meeting a friend or something to watch on TV.
7. Turn off your mobile at designated times. You will survive and so will the world.
8. The old saying, 'If you want something done do it yourself', is rubbish and will eventually get you into hospital. Learn to delegate, the true saying is, 'If you want something done, ask a busy person'.
9. Don't work long hours, they are for emergency or for the exception, not the routine.
10. Don't procrastinate, if you were going on holiday tomorrow - what would you be doing today? Yes, you can do that every day.