



Managing Stress and Constant Change
In the Era of COVID
2021 SCSBA Office Professionals Workshop
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1. What causes workplace stress most frequently?

2. Add a _____ list in addition to or in place of a “To Do” list to relieve some stress.

3. Remember to J _____ S _____ N _____ (when possible).

4. Watch out for _____

5. Remember: Your _____ doesn't decrease based on someone's _____

6. Work-Life Balance

- Be clear about your _____
- Take a break from _____
- Seek _____ / _____ when needed.
- Practice _____ - _____
- Always expect the _____

7. Challenges of Stress

- It's _____
- It causes _____ coping behaviors

8. How to Deal with Workplace Stress

- Shift _____
- Effective _____
- Balance _____ and _____
- E _____ /E _____
- Accept that _____

9. Dealing with Stress and Change

D _____

A _____

B _____

A _____

S _____ /D _____

A _____

10. Responding to Transition:

- Do your _____
- Only act on _____
- Keep an Open _____ and Open _____
- Be honest about your _____
- Maintain lines of _____
- Expect more _____

11. Turn _____ into _____

12. Focus _____

NOTES:
