Professional Development:

Stress Management

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Professional Experience

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Stress Management is…

A Training Process:

• Recognize
• Acknowledge
• Mitigate
  – Downsize your workload

😊 LEARN HOW YOU CALM DOWN 😊
Stress

• What is stress?
• How does it effect your body?
• What is it caused by?
• What are your reasons for stress?
• What can you do to effectively reduce your stress?
Stress

• You are up against an obstacle
  – You are not sure you have what it takes to overcome it
• Or
  – You are so bored you want to be anywhere else
Negative Stress is…
and analogously caused by…

• Think of stress like…

ELECTRICITY

• Light bulb burns out
• Speakers overload
• Hard drive frying with a power surge
Stress happens when... caused by...

- Pituitary gland is stimulated by hypothalamus
- Acth is released into the blood
- Adrenal glands are stimulated by Acth and other chemicals are released that effect other systems
As a result…
Your body reacts by…

• Breathing, BP, heart rate increases
• Sweat
• Inability to think coherently
• Insomnia
• Lack of concentration
• Fatigue
• Burnout

Acknowledge these signals! Don’t dismiss them!
Recognize Your Stress…

• Self-induced is the majority of stress!!!
• What situations make your stress
• Identification is the first step in winning the battle!

Situational

Anticipatory

Chronic

Residual
Think: What are My Reasons for Stress…

- Internal and/or External
- Overextended workload – deadlines, time pressures
  - Technological acceleration of society
- Traumatic Incidents; death; family member in ill health
- Choices; indecision
- Road rage, commuting, standing in line
- Negative surroundings
- Confrontation
- Adversarial relationships (with your supervisor, co-workers, spouse, family, neighbors)
- Finances
- Self-goals, im-go-and-expectations
Contributors...

- Diet
  - chemical substances; alcohol, prescriptions, etc.
- Lack of Sleep
- Lack of Exercise
- Your Environment
- Being Alone
- Not Enough Alone Time
MITIGATE: starting with THE BIG PICTURE

• We’re all in the same boat
• Will you even remember this next week?

THEN:
Continue with a new way of thinking…

J POSITIVE THINKING  J
How Should You Try to Think?

- Self ‘Positive Encouragement’
- Realize what is the source of your stress
- Set rules for yourself and stick to them, start with small goals to get control of your life back
  - “I will only get stressed out when…”
- Once you have mastered the small goals, set larger ones
- Reappraise your life priorities
How Should Try to Think?

• Realize lives will not be lost if things don’t go exactly as planned
• The situation is not worth compromising your health
• Things don’t always work the same the first time
• You can only do one thing at a time
• Stop and ask yourself: Is your life stress in your control?
Also Think About…Supervisor Stress
(also ‘the difficult employee’)

• Look on the bright side…it could be worse
• Success with a tough boss
  • Consider their perspective
  • Take the time to toughen up
• Find comfort in the future
• Learn to negotiate
• Rise above it all
Manage Your Thinking: The ‘Pause’ and its strategy...

- Allow a moment to breathe
- Assess the situation
- Get control of yourself
- Take the BEST NEXT step FORWARD
AGAIN…

THE STRATEGIC PAUSE

• BREATHE
• ASSESS
• Take CHARGE of the MOMENT
• Be in CONTROL

• Protect your space from stress
• Be THE MASTER of your universe 😊
Breathe

• Take a ‘time-out’
• Think about letting go…
• Imagine yourself as a passenger in a bus or a plane.
  – You have no control and are forced to let go
    (This is a good way to simulate letting go when you are stressed out)

Stressbuster

Breathing—that’s right, just breathing—can help you offset stress. Take a deep breath, s-l-o-w-l-y. Count to three and then let it out, s-l-o-w-l-y. You’ll be amazed how much calmer you’ll feel.
Manage Your Thinking…
Control Your Mind…

• Slow down…’baby steps’…applied constantly
  • If you try to speed up, you will make more mistakes than normal, which will cause more
• Gain control
  • stress…it is a vicious cycle and you have to stop it by getting back into the drivers’ seat.
• Remove yourself from the situation.
  • Take a walk.
  • Yell and scream somewhere else if you have to.
• Don’t force it.
  • Trying to make the impossible work also leads to more stress. Begin to rationalize with a plan to get things done that you know you can finish.
• Be realistic
  • Maybe you can’t help with the situation
Help to Alleviate Your Mind
By…

• Building free time into your schedule
• Getting enough, good sleep
• Find a good environment to work in
• Focus on your body
  – Exercise, Yoga
• Other ways
  – Donate, volunteer
  – Plan a vacation
  – Change your posture
  – Use a gripper
  – Find a hobby
Build a Schedule

• Use a chart or schedule program
  – Take note of your schedule
    • When do you feel tired or unproductive
    • When are you productive
    • How long does it take you to do things
  – Work in exercise
    • Find the kind for you

Your Average Workweek

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Build a Schedule

• Limit your work hours
• Write down goals
• Write down your problems
• Say ‘NO’
• Delegate if you can
• Exercise
• Break your routine
Build a Schedule: Incorporation of Decisions

- Too many choices; too few choices
- Fast decisions = pressure
- Not making a decision is also a decision
- Focus; Keep your desk clean

Develop Guidelines:
- Ask experts, research
- List decisions worth making; prioritize
- List pros and cons
- Trust your gut
Sleep Deprivation

• You need REM sleep…~20% of sleep or 100 min
• REM sleep is called Rapid Eye Movement Sleep
• Attributed to the brain’s learning process and memory
• REM sleep is thought to be linked to how well we memorize things
Alleviate Sleep Deprivation

• Try herbal tea
• Use a night blindfold
• How is your mattress?
• Exercise, but not too close to bed
• Nix caffeine and alcohol 6 hrs before bed
• Go to sleep when you are tired
Work Environment

• Ask yourself…
• Do you control your environment or does it control you?

• Like Brad Pitt in Fight Club…
  – “the things you own end up owning you”
Work Environment

- Tools
- Climate
- Available food and drink you need
- Minimize noise, distractions
  - Tell others when is the best time to contact you
- Find alternate work locations
Focus on your body

• Eat the right foods
• Meditation
  – Become in tune with deeper thoughts
• Visualization
• Massage
• Prayer, spirituality, conversation, self reflection
• Yoga

• These things take education, practice, or routine
With these…
Focus on Your Feelings…

• Notice your feelings

• Joy, anger, depression, happiness, etc…

• Notice how you feel
• Don’t dwell on why you feel that way
To Eat, or Not to Eat

• Eat to alleviate stress...body excretes needed vitamins and you stay stressed

• Eat foods to produce serotonin;
  • Turkey, chicken, nuts, fruit, vegetables, mushrooms
  • Serotonin – neurotransmitter – regulates moods, sleeping, appetite

• Chew slowly, drink water – enjoy the food
Visualization

- CREATIVELY RECONSTRUCT places you want to be
- Golfers practice sinking the putt – favorable outcomes – SUCCESS
- Financial success
- Completion
- Positive outcomes to adversarial confrontations
Meditation

• Change your focus from “getting things done” and waiting for “something to happen”
• In meditation, realize…”nothing is supposed to happen”
• GOALS:
  • Focus on the present
  • Free from distractions and outside
  • Let go…
Meditation

• Once you master meditation
• You can apply it to stressful situations

• Writing as meditation
• Breath counting
• Music

• Zen Buddhism; mindfulness, can be practiced anywhere
• Centering
Massage

- Power of touch
- Babies…
- Spa
  - “tough guys don’t spa”
Yoga

• Creates union between mind and body
• Tension relief with dynamic stretching
• Body awareness with breathing to focus
• Movement to improve posture, strength
• Meditation and self focus techniques
• Achievement of inner peace

• Western = exertion; Yoga = control
Exercise

• It’s painful to start…and how can something painful for you be good for you?
• It’s proven your body needs cardiovascular fitness
• It’s time to do something for yourself and the good of your body!
• You can start small
  – Just 10 minutes a day walking or running

• Eventually, you will look forward to ‘your’ exercise time!
Exercise

• Health Club
  – Weight circuits, stretch, run, swim

• Outdoor
  – Walk, bike, run, hike, skiing, snow shoeing

• Just get up and leave your chair!

• A little is far better than none!
Take Care of Yourself Physically, Mentally, and Emotionally

• Treat your body right and it will treat you right
• LEARN to manage your stress
  – By LEARNING what makes you stress
• FEEL
Putting it All Together…
Remember:
Take Responsibility for Your Stress

• Find your challenges
• Be responsible for your stress
• Achieve easy resolution quickly

• Remember to ask yourself;
  – How was the situation created?
  – Who is responsible?
  – How did I get here?
And Most Likely…

• You are the cause of your own stress…
• You may want to find someone to blame
• Instead you have to be willing to self examine…figure out how you got in this situation
• You might say ‘I don’t need this’ or ‘this is not me’
• But really, you need to admit that everyone can use a little self-help and self-evaluation
Overachievers Anonymous

- Haven’t any idea how to put the brakes on
- Ask yourself ‘what would a calm person do?’

- Remember:
  - Stress is a signal that tells you something is wrong like pain
  - Use it to your advantage
  - Listen to the signal
  - Fix the problem
When You Know the Process, Have the Tools, Then You Can Find Relief:

- I sit at my computer for hours, my eyes are red, I zone out, I feel burned out and sluggish
- What is this telling me?
- I need to:
  - Get up from my chair for breaks
  - I need to fix the light
  - I need water and fresh air
  - I need to refocus somewhere else and focus back to the screen (ETC.)
Irresolvable Situations

• Take a break for several hours to come back fresh
• Help someone with something else for a while

• Role of a Problem Solver: Not to master the problem, but make the problem generate it’s own solution.
Continually Ask Yourself:
What are Your Toleration Limits?

• Deal with unanticipated problems by planning some slack in your schedule
• Think about ‘going with the flow’ because situations will change beyond your control
• Try to choose and do something new each week
• Eventually you can build change into your life
• Be open to new things
• Allow yourself time for each new thing
Design a Life of a Low-Stress

- Change: choosing to handle it
- Speed: Pace yourself
- Focus: Quality of Life

Positive Self-talk
- Acknowledge that decision making can be stressful
- I choose…
Learn to Be Your True Self

• It is hard to start something new
• It’s hard to find your own way to reduce stress
But you can
• Find your own inner direction
• Educate yourself with changes
It depends on
• What you learn about yourself
• What you choose to put into practice
Remember – you are not the first one to think about stress relief…
After all…

• If scientific breakthroughs can be made...
  – Televisions in every home
  – Airplanes used for commercial travel
  – Laser use to treat cancer
  – And soon…development of artificial organs that function as well or better than real ones
  – And in the future…life span > 100 years

• You can control your stress. ☝️
Acknowledgements

• Light Bulb; [http://www.aperfectworld.org/household.htm](http://www.aperfectworld.org/household.htm)
• Screen of Death; Red Ring of Death; System Shutdown; [http://en.wikipedia.org/wiki/Blue_Screen_of_Death](http://en.wikipedia.org/wiki/Blue_Screen_of_Death)
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