## Steps to Stress Management

1. **Identify a Stressful Situation**

   **A. Appraisal of the Situation**
   The perception of the likelihood and magnitude of a potential threat and of our perceived ability to cope with that threat.

   **B. Availability of Coping Strategies**
   Depending on how we feel we can cope or deal with a given stressful situation, we feel more or less stress.

2. **Strategize About How to Cope with the Situation**

   In any stressful situation, it is important to ask ourselves “What can I control about this situation?”.

   - If you can control or change these aspects: **PROBLEM-FOCUSED COPING**
   - If you cannot control or change these aspects: **SELF-FOCUSED COPING**

3. **Evaluate Solutions**

   Evaluate each solution.
   List those that are most feasible.
   Choose the BEST solution.

4. **Plan to Implement the Solution**

   List the steps involved in implementing this solution and dates when these steps will be actioned.