

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ  
السَّلَامُ عَلَيْكُمْ

Presentation

On

# Managing Stress at Workplace

Presenter

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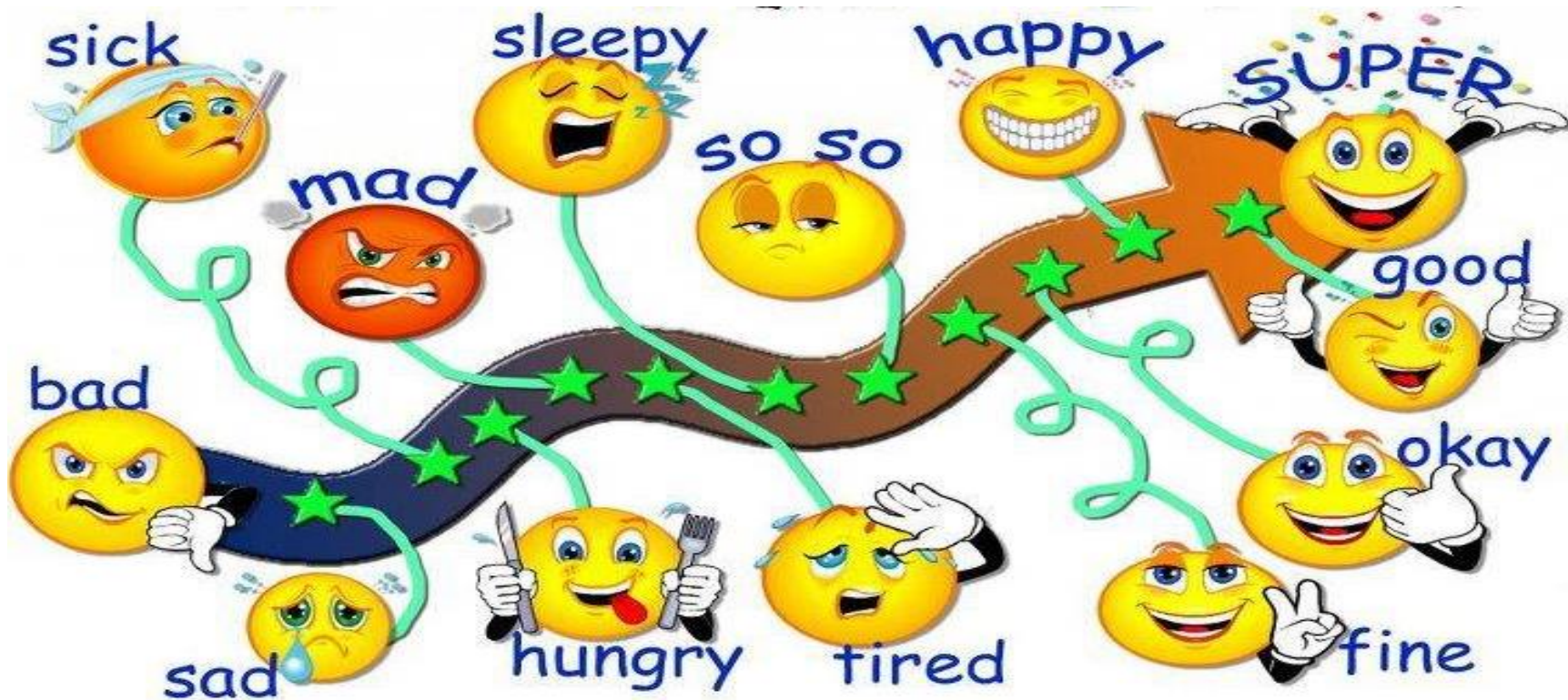


A woman in a white tank top and a long, flowing green patterned skirt stands on a sandy beach, her back to the camera with her arms raised in a gesture of joy or triumph. The background shows a calm sea and a bright, hazy sky with soft clouds, suggesting a sunrise or sunset.

**LIFE**

**is 10% what  
happens to you  
and 90% how you  
respond to it.**

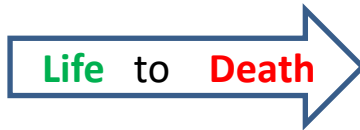
# How You feel Now ?



# Span of Stress



**Cradle**



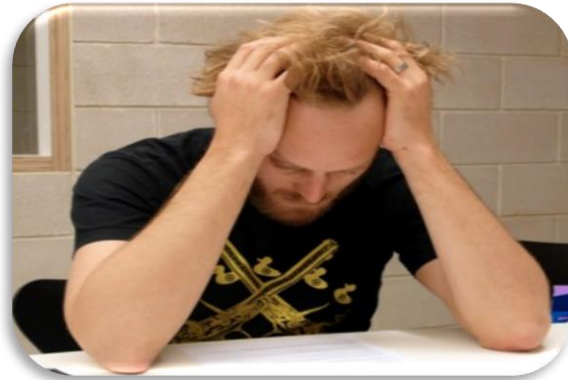
**Grave**

# Outline of this presentation

- ✓ **What is Stress ?**
- ✓ **Quotes on Stress**
- ✓ **Types of Stress**
- ✓ **Cause of Stress**
- ✓ **Symptom Stress**
- ✓ **How to Minimize Stress?**
- ✓ **Religion to minimize stress**
- ✓ **Advice**
- ✓ **Recommendations**
- ✓ **Conclusion**

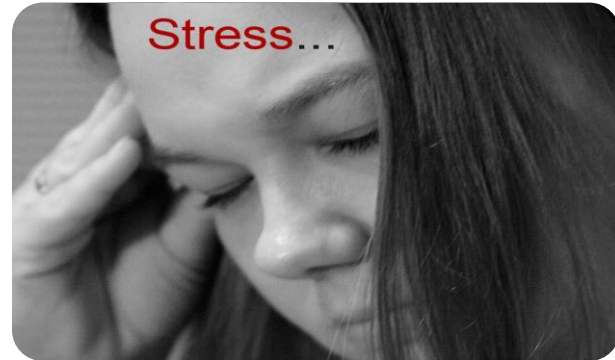


## What is Stress ?



## What is Stress ?

- ✓ A circumstances, external to a person, which makes unusual or extraordinary demands on him, or threatens him in some way - - - R.S Lazarus
- ✓ Stress is not what happens to us. It is our response to what happens.



## Quotes on Stress



**Stress is an alarm clock that lets you know you are attached to something that's not true for you - - Byron Katie**

**Allah will never give you anything you can't handle, so don't stress.  
- - Kelly Clarkson**

**Stop focusing on how Stressed you are and remember how blessed you are**

# Quotes on Stress . . .



“Idiots Cause **Stress**.

**Stress** Causes **Depression**.

**Depression** Causes **Physical** and **Mental** Ailments”.

✓ **Life is really simple, but we insist on making it complicated**

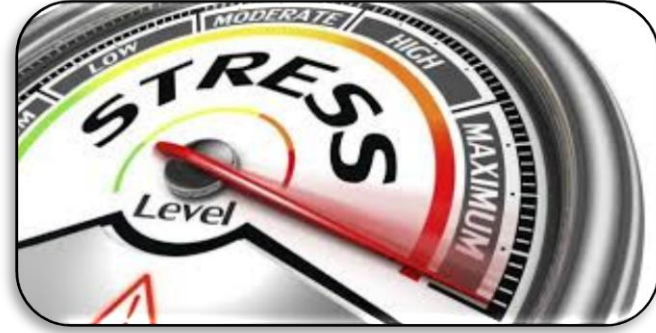
----- **Confucious**

✓ **Give your stress wings and let it fly away --- Terry Guillemets**

✓ **It's not stress that kills us, it is our reaction to it. ---- Hans Selye**

# Types of Stress

- ✓ Physical Stress
- ✓ Emotional stress and
- ✓ Mental stress?



## Stress Types



**Good Stress :** Stress which helps us to improve our performance.

✓ This makes them succeed in what they are doing

**Bad Stress :** Stress which causes physical and emotional reactions on the body and mind.

✓ This makes them failure in what they are doing

## Results of Stress :



# Causes of Work-Related Stress

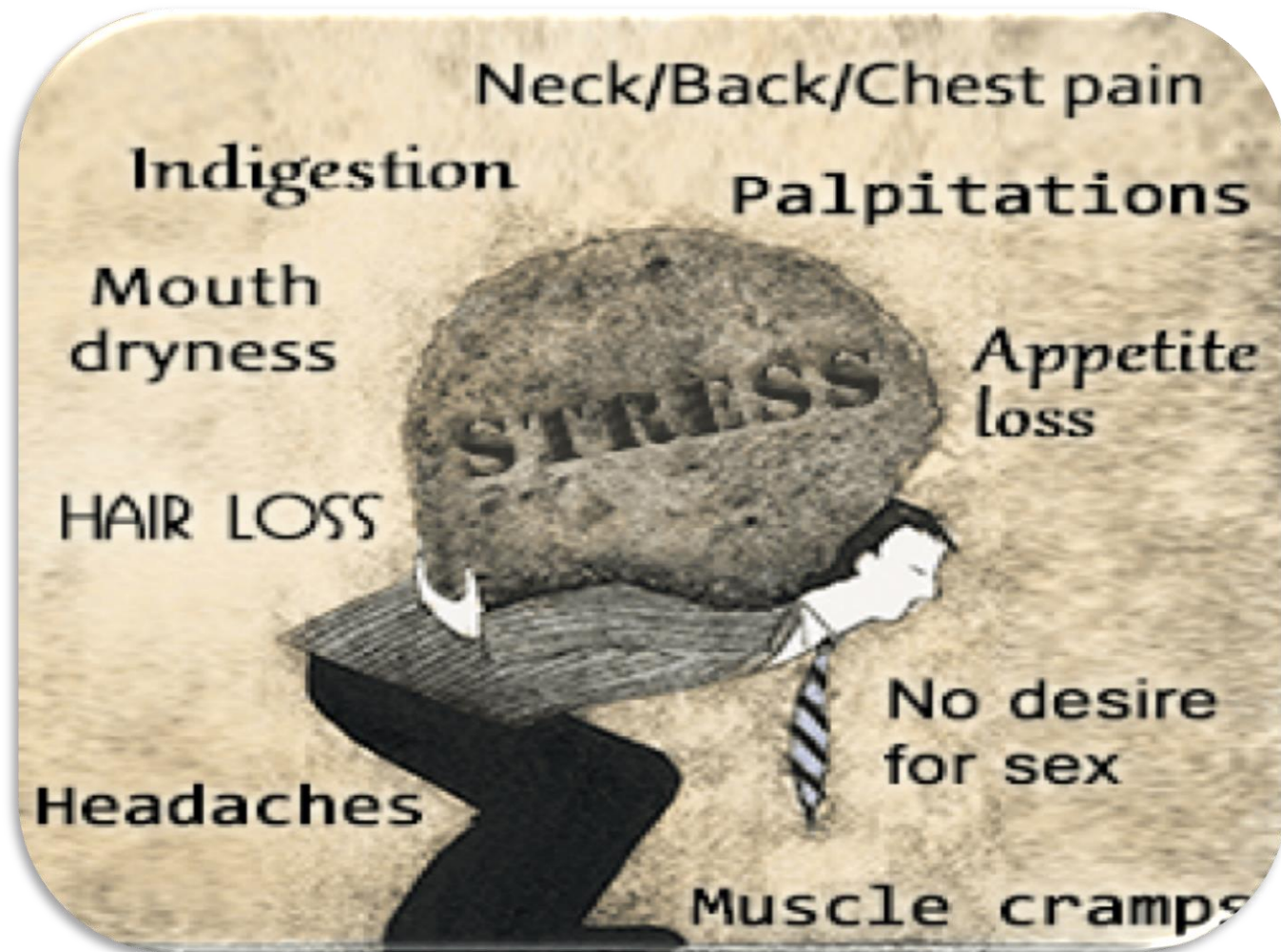
- ✓ Sexual harassment
- ✓ Poor relationship with superior, subordinates
- ✓ Heavy workload
- ✓ Changes of duties
- ✓ Managerial confusions
- ✓ Tight dead-lines
- ✓ Job insecurity
- ✓ Lack of autonomy



## Causes of Stress . . .

Cause	Example
Life Crises	Accident, Death of spouse
Transitions	Retirement, Divorce and Bereavement
Catastrophes	Earthquake and Floods
Frustration	Indecision
Conflicts	Among family members or among colleagues
Uncertainty	What will happen in future
Physical	Operation
Social	Dispute among relatives
Environment	10 number signal
Self	Guilt, irrational feelings
Interpersonal	Team work
Daily Hassles	Day to day activities

## Symptom of Stress



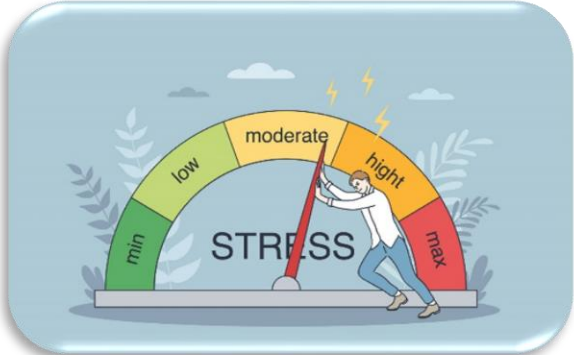
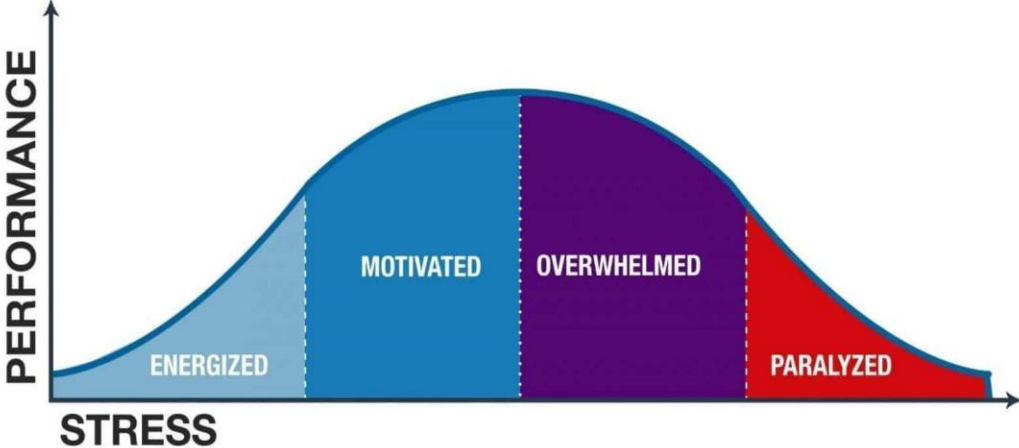
# Short Term and Long Term Symptom of Physical Stress

Short Term	Long Term
Dry mouth	Insomnia
Cool skin	Change in appetite
Cold hands and feet	Sexual disorders
Increased sweating	Feelings of intense tiredness
Rapid pulse & heart rate	Prone to illness
Diarrhea	Mental health problem
A desire to urinate	High blood pressure



# Performance and Stress Curve

## POSITIVE AND NEGATIVE EFFECTS OF STRESS



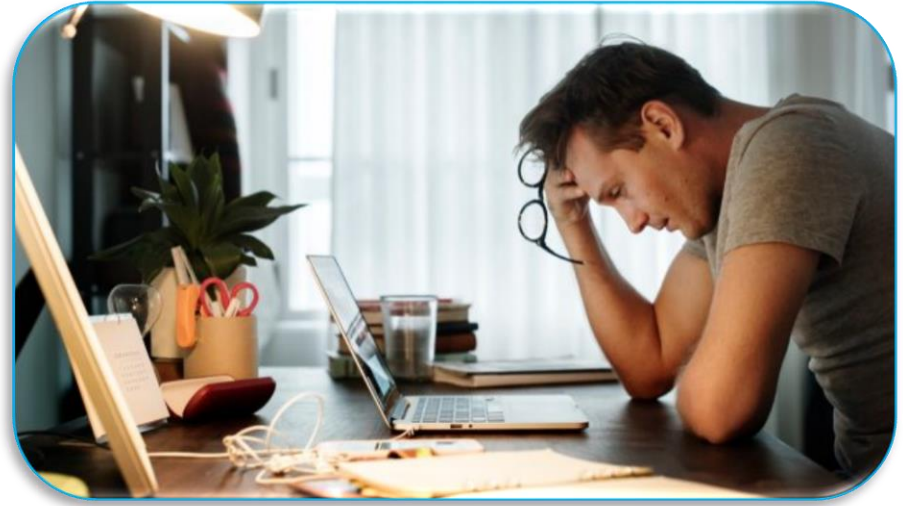
# Various Effects of Stress

- ✓ **Physical Effect**
- ✓ **Mental Effect**
- ✓ **Social Effect**
- ✓ **Societal Effect**



## Negative Effects of Stress

- ✓ Weight gain/loss
- ✓ Unexpected hair loss
- ✓ Heart palpitations
- ✓ High blood pressure
- ✓ Mood swings
- ✓ Anxiety
- ✓ Can lead to depression



# Positive Effects of Stress

- ✓ Feels exciting
- ✓ **Improve performance**
- ✓ Heart palpitations
- ✓ **Can lead to greater productivity**
- ✓ Motivate to succeed
- ✓ **Can make you stronger**
- ✓ Boost brain power



# Managing Stress at Work



**You will never completely remove stress from your life,**  
but **identifying** and **managing** stress can help maintain a positive and healthy lifestyle !

! ! ! ! ! ! ! !

# Managing Stress at Work . . .

When You are Stressed,

You can eat Ice Cream, Cake, Chocolate and Sweets.

Why?

Because Stressed Spelled Backwards is **Desserts**



# Managing Stress



- 1. Get plenty of sleep**
  - a. 7 to 9 hours
  - b. No all-nighters
  - c. Same schedule every night



- 2. Eat healthy balanced meals**
  - a. Three meals a day
  - b. Small snacks for energy
  - c. Fruits, vegetables, and grains



- 3. Time management**
  - a. Create a schedule
  - b. Prioritize assignments and projects
  - c. Reward accomplishments



- 4. Schedule down time**
  - a. Hobbies or exercise
  - b. Time with friends
  - c. Make it part of your schedule

# 7 Steps to Help Manage Stress

1. Eat a balanced and nutritious diet starting with breakfast
2. Get a good night's sleep
3. Volunteer time and services
4. Seek professional help
5. Keep moving – Exercise 30 minutes a day
6. Express your feelings – you're not alone
7. Get to the root of it - remove the stressor or try new coping strategies



# Managing Stress

## Stress Relief Strategies

### 1. Body relaxation exercises

- ✓ Breathing techniques
- ✓ Guided imagery

### 2. Physical exercise

- ✓ Yoga
- ✓ Work out routine

### 3. Meditation

### 4. Counseling

- ✓ Talk therapy
- ✓ Life coaching



## Muslims Way of Dealing with Depression And Stress



*Seek Forgiveness  
More Often*

*Praying More Than  
Often*



*Do Dhikr More  
Often*

*Recite Quran More  
Often*



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# Some other stress management Techniques

- ✓ Prayer
- ✓ Autogenic training
- ✓ Social activity
- ✓ Cognitive therapy
- ✓ Conflict resolution
- ✓ Exercise
- ✓ Getting a hobby
- ✓ Meditation
- ✓ Mindfulness
- ✓ Deep breathing
- ✓ Yoga
- ✓ Reading novels
- ✓ Spas
- ✓ Somatic training
- ✓ Spending time in nature
- ✓ Stress balls
- ✓ Natural medicine



# 20 (Twenty) Tips for Stress free life

- ✓ Follow a routine
- ✓ Start day early
- ✓ Make a list of doable works
- ✓ Accept the problem
- ✓ Care for your self
- ✓ Meditation
- ✓ Just Relax
- ✓ Don't multi-task
- ✓ Remove Distractions
- ✓ Concentrate
- ✓ Question yourself
- ✓ Never procrastinate
- ✓ Check for symptoms
- ✓ Breath well
- ✓ Eat well
- ✓ Exercise
- ✓ Enjoy your meal
- ✓ Have a blast, very often
- ✓ Learn to share
- ✓ Sleep well



## Other Helpful tips for managing stress

- ✓ **Changing perceptions and expectations**
- ✓ **Break jobs/tasks into manageable parts**
- ✓ **Set reasonable/realistic goals**
- ✓ **Avoid procrastination**
- ✓ **Set boundaries**
- ✓ **Don't compromise your values/beliefs**
- ✓ **Schedule “me” time**



## Dog Rules for Managing Stress

If you can't eat it or play with it, then pee on it and walk away



# Benefits of Stress Management

- ✓ **Physical health gets better**
  - more energy and stamina
- ✓ **Emotions stabilized**
  - positive attitude
  - hopeful/happier
- ✓ **Ability to focus improved**
  - able to learn and achieve



# Relax



- ✓ **Our brain fires electrical waves at 14 or more cycles a second.**
- ✓ These are *beta* waves and are great for getting tasks done, but not for learning new things.
- ✓ **Taking a few minutes to relax deeply slows your brain waves down.**
- ✓ These slower waves are *alpha* waves.
- ✓ **They occur at between 7 and 14 cycles a second**
- ✓ **Studies show *alpha* waves improve learning.**

# Techniques to Cope with Stress

- ✓ Relaxation
- ✓ Deep breathing
- ✓ Conflict resolution
- ✓ Time management
- ✓ Social activity
- ✓ Exercise
- ✓ Meditation
- ✓ Natural medicine
- ✓ Planning and decision-making
- ✓ Listening relaxing music

✓ Praying



**“If Allah wants to do good  
to somebody,  
He afflicts him with trials.”  
(Sahih Al-Bukhari)**





# Islamic Tips on How to be Happy



Pleasure  
of  
Allah

1

2

Show  
Gratitude

Think Of  
Your  
Soul

3

4

Don't  
Compare

Don't  
Expect  
From Others

5

6

Work On  
Physical  
Fitness

# 101 Ways To cope with stress

01	Get up 15 minutes earlier
02	Prepare for the morning the night before
03	Avoid light fitting clothes
04	Avoid relying on chemical aids
05	Set appointments ahead
06	Don't rely on your memory....write it down
07	Practice preventive maintenance
08	Make duplicate keys
09	Say "no" more often
10	Set priorities I your life
11	Avoid negative people
12	Use time wisely
13	Simplify meal times
14	Always make copies of important papers
15	Anticipate your needs
16	Repair anything that doesn't work properly
17	Ask for help with the jobs you dislike
18	Break large tasks into bite size portions
19	Look at problems as challenges
20	Look at challenges differently

21	Unclutter your life
22	Smile
23	Be prepared for rain
24	Tickle a baby
25	Pet a friendly dog cal
26	Don't know all the answers
27	Look for a silver lining
28	Say something nice to someone
29	I each a kid to fly a kite
30	Walk in the rain
31	Schedule play time into every day
32	Take a bubble bath
33	Be aware of the decisions you make
34	Believe in your self
35	Stop saying negative things to yourself
36	Visualize yourself winning
37	Develop your sense of humor
38	Stop thinking tomorrow will be a better today
39	Have goals for yourself
40	Dance a jig

# 101 Ways To cope with stress . . . .

41	Say “hello” to a stranger
42	Ask a friend for a hug
43	Look up at the stars
44	Practice breathing slowly
45	Learn to whistle a tune
46	Read a poem
47	Listen to a symphony
48	Watch a ballet
49	Read a story curled up in bed
50	Do a brand new thing
51	Stop a bad habit
52	Buy yourself a flower
53	Take time to smell the flowers
54	Find support from others
55	Ask someone to be your “vent-partner”
56	Do it today
57	Work at being cheerful and optimistic
58	Put safety first
59	Do everything in moderation
60	Pay attention to your appearance

61	Strive for Excellence Not perfection
62	Stretch your limits a little each day
63	Look at a work of art
64	Hum a jingle
65	Maintain your weight
66	Plant a tree
67	Feed the birds
68	Practice grace under pressure
69	Stand up and stretch
70	Always have a plan “B”
71	Learn a new doodle
72	Memorize a joke
73	Be responsible for your feelings
74	Learn to meet your own needs
75	Become a better listener
76	Know your limitations and let others know them. Too
77	Tell someone to have a good day in pig Latin
78	Throw a paper airplane
79	Exercise every day
80	Learn the words to a new song

# 101 Ways To cope with stress . . . .

81	Get to works early
82	Clean out one closet
83	Play patty cake with a toddler
84	Go on a picnic
85	Take a different route to work
86	Leave work early (with permission)
87	Put air freshener in your car
88	Watch a movie and eat popcorn
89	Write a note to a far away friend
90	Go to ball game and scream
91	Cook a Meal And Eat It By Candlelight
92	Recognize the importance of unconditional love
93	Remember that stress is an attitude
94	Keep a journal
95	Practice a monster smile

96	Remember you always have options
97	Have a support network of people places and things
98	Quit trying to fix other people
99	Get enough sleep
100	Talk less and listen more
101	Freely praise other people

## Conclusion

**“Remember Me, and I will remember you; Be grateful to Me, and deny Me not”**

**[2: 152]**

**“And your Lord says: Call upon Me; I will respond to you (your prayer)”**

**[40:60]**

**“And If Allah wants to do good to somebody, He afflicts him with trials.”**

**Sahih Al-Bukhari**



A handwritten signature in black ink, appearing to read 'Sakawat Ali'.

15/6/2020

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**Allah Hafez**