

Four A's Action Plan



void. Learn how to say “no.” Know your limits and stick to them. Avoid people who stress you out. If someone consistently causes stress in your life, limit the amount of time you spend with that person, or end the relationship. Take control of your environment. Pare down your to-do list. Analyze your schedule, responsibilities, and daily tasks. If you’ve got too much on your plate, drop tasks that aren’t truly necessary to the bottom of the list or eliminate them entirely.



lter. If you can’t avoid a stressful situation, try to alter it. Often, this involves changing the way you communicate and operate in your daily life. Express your feelings instead of bottling them up. If something or someone is bothering you, be more assertive and communicate your concerns in an open and respectful way. Be willing to compromise. When you ask someone to change their behavior, be willing to do the same. Create a balanced schedule. All work and no play is a recipe for burnout.



adapt. If you can’t change the stressor, change yourself. You can adapt to stressful situations and regain your sense of control by changing your expectations and attitude. Reframe problems. Try to view stressful situations from a more positive perspective. Look at the big picture. Take perspective of the stressful situation. Ask yourself how important it will be in the long run. Will it matter in a month? A year? Is it really worth getting upset over? If the answer is no, focus your time and energy elsewhere.



Accept. Some sources of stress are unavoidable. Rather than stressing out over what is beyond our control, focus on the things you can control such as the way you choose to react to problems. Look for the upside. When facing major challenges, try to look at them as opportunities for personal growth. Learn to forgive. Accept the fact that we live in an imperfect world and that people make mistakes. Share your feelings. Expressing what you’re going through can be very cathartic, even if there’s nothing you can do to alter the stressful situation.



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JB Partners, LLC
904.420.0434
[JBPartners.com](https://www.jbpartners.com)
info@jbpartners.com