

LOOSEN UP NOW!

IT IS TIME TO BID ADIEU TO STRESS

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About 40% of work absenteeism in functioning area due to stress at work. Stress can cause blood pressure, depression, nervous breakdowns and even cancer. At present many companies have in-house stress counseling programmes to minimize stress in their employee for effective and efficient production.

This paper studied most important techniques for the managing stress with the help of 100 sample size. As I write this paper, I am engaged in one of the stress management techniques I analyse the most important technique for managing stress that is **TIME MANAGEMENT** and for the management of time I prepared a questionnaire for the management of time.

Stress can have a harsh affect on the body, such as extreme fatigue, sleeplessness, loss of appetite, acne and depression.

It is concluded that stress management research should focus more on process variables, and that interventions promoting innovation at work. The implications of these findings for management practice are discussed.

Key words: -

- ✓ Time Management
- ✓ Effectiveness
- ✓ Stress Management Program
- ✓ Interventions
- ✓ Work Stress

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I. Research Methodology

1) Objective of Survey: -

- a) To comparatively study Stress Management
- b) To study the effect of Stress on effectiveness of organization.
- c) To study the various techniques for stress management

like;

- a. Time Management
- b. Yoga
- c. Meditation
- d. Journaling
- e. Laughter
- f. Walking
- g. Music

2) Type of Survey: -

Primary Survey

3) Source and type of data

Primary data Collected directly through Questionnaire

4) Field of Survey – Jamnagar

5) Sampling Method

Disproportionate Stratified Random Sampling (Sample Size 100)

- | | |
|----------------------------------|------------------------|
| a) Strata no 1: Education Sector | : - 25 Professors |
| | : - 40 Students |
| b) Strata no 2: Corporate Sector | : - 25 Service Persons |
| c) Strata no 3: Entrepreneurs | : - 10 Self employees |

6) Statistical tools of Comparison

- a) Graphs & Diagrams
 - i. Bar Diagram
 - ii. Pie Diagram
- b) Tables

7) Statistical tools of Analysis

a) Weighted Average

II. INTRODUCTION

Stress (psychology), an unpleasant state of emotional and physiological arousal that people experience in situations that they perceive as dangerous or threatening to their well-being. The word stress means different things to different people. Some people define stress as events or situations that cause them to feel tension, pressure, or negative emotions such as anxiety and anger. Others view stress as the response to these situations. This response includes physiological changes-such as increased heart rate and muscle tension-as well as emotional and behavioral changes. However, most psychologists regard stress as a process involving a person's interpretation and response to a threatening event.

Stress is a common experience. We may feel stress when we are very busy, have important deadlines to meet, or have too little time to finish all of our tasks. Often people experience stress because of problems at work or in social relationships, such as a poor evaluation by a supervisor or an argument with a friend. Some people may be particularly vulnerable to stress in situations involving the threat of failure or personal humiliation. Others have extreme fears of objects or things associated with physical threats-such as snakes, illness, storms, or flying in an airplane-and become stressed when they encounter or think about these perceived threats. Major life events, such as the death of a loved one, can cause severe stress.

Stress can have both positive and negative effects. Stress is a normal, adaptive reaction to threat. It signals danger and prepares us to take defensive action. Fear of things that pose realistic threats motivates us to deal with them or avoid them. Stress also motivates us to achieve and fuels creativity. Although stress may hinder performance on difficult tasks, moderate stress seems to improve motivation and performance on less complex tasks. In personal relationships, stress often leads to less cooperation and more aggression.

If not managed appropriately, stress can lead to serious problems. Exposure to chronic stress can contribute to both physical illnesses, such as heart disease, and mental illnesses, such as anxiety disorders. The field of health psychology focuses

in part on how stress affects bodily functioning and on how people can use stress management techniques to prevent or minimize disease.

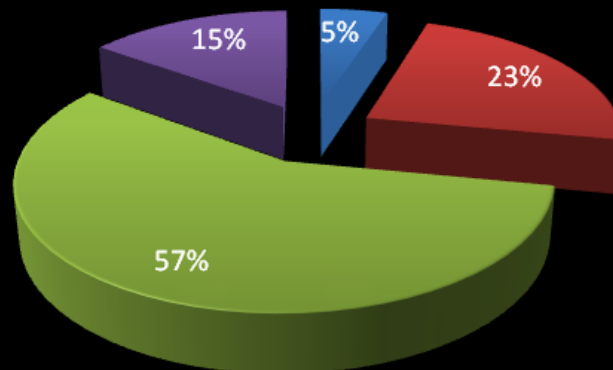
Stress is an internal response to a situation we find difficult to handle. Signs of stress and symptoms manifest to as an indication that that something needs to change. Stress is not so much caused by our external environment; it is caused by our internal response to whatever is stressing us. How we mentally and emotionally react to stressful events, situations, etc. Stress can be caused by 30% external causes and 70% by our internal emotional reactions. When you allow demands to be placed upon you at work or at home and feel that you have little or no control over your own time, the overall resulting effect is stress. It is so important to be consciously aware of when you are experiencing stress.

Signs of Stress

- ✓ Changes in appetite.
- ✓ Sleep patterns disturbed.
- ✓ Feeling anxious.
- ✓ Depressed.
- ✓ Uneasiness, an inability to settle down
- ✓ Workaholic behaviour.
- ✓ Aggressive or defensive.
- ✓ Lack of patience.
- ✓ Headaches.
- ✓ Physical illness.

Figure 1 Overall Percentage of Person Living in a Stress

■ No Stress ■ Neutral ■ Stress ■ High Stress



III. SOURCES OF STRESS

The circumstances that cause stress are called stressors. Stressors vary in severity and duration. For example, the responsibility of caring for a sick parent may be an ongoing source of major stress, whereas getting stuck in a traffic jam may cause mild, short-term stress. Some events, such as the death of a loved one, are stressful for everyone. But in other situations, individuals may respond differently to the same event-what is a stressor for one person may not be stressful for another. For example, a student who is unprepared for a chemistry test and anticipates a bad grade may feel stress, whereas a classmate who studies in advance may feel confident of a good grade. For an event or situation to be a stressor for a particular individual, the person must appraise the situation as threatening and lack the coping resources to deal with it effectively.

Stressors can be classified into four general categories: *survival, internally generated, environmental and job and fatigue and overwork.*

SURVIVAL STRESS generally involves a life-threatening situation in which you experience "fight or flight."

The second type, **INTERNALLY GENERATED** results from a situation beyond your own control or fast paced lifestyle.

ENVIRONMENTAL AND JOB STRESS is due to working conditions or home location (i.e.- one who hates noise and dirt should not live in a city).

Finally, **FATIGUE AND OVERWORK STRESS** occurs when the stress builds over time and "can occur where you try to achieve too much in too little time or where you are not using effective time management strategies."

IV. EFFECTS OF STRESS

A person who is stressed typically has anxious thoughts and difficulty concentrating or remembering. Stress can also change outward behaviors. Teeth clenching, hand wringing, pacing, nail biting, and heavy breathing are common signs of stress. People also feel physically different when they are stressed. Butterflies in the stomach, cold hands and feet, dry mouth, and increased heart rate are all physiological effects of stress that we associate with the emotion of anxiety.

V. Analysis of Technique using by People for Managing Stress

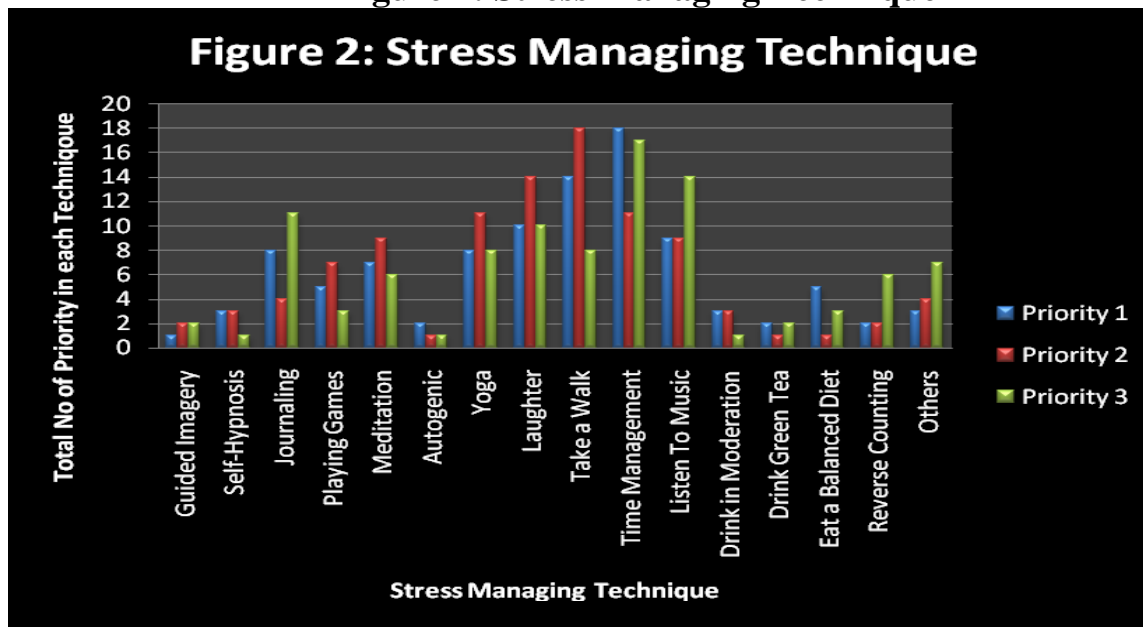
Table 1 and Figure 2 show the techniques which generally people are using for the managing stress as per the primary data collection through questionnaire. As per the collection of data I explained the most important technique which generally people are using for the stress management.

Table 1 Stress Managing Technique

Sr. No.	Techniques	Priority (1)	Priority (2)	Priority (3)	Total	Weighted Average
1	Guided Imagery	1	2	2	5	2
2	Self-Hypnosis	3	3	1	7	2
3	Journaling	8	4	11	23	8
4	Playing Games	5	7	3	15	5
5	Meditation	7	9	6	22	7
6	Autogenic	2	1	1	4	1
7	Yoga	8	11	8	27	9
8	Laughter	10	14	10	34	11
9	Take a Walk	14	18	8	40	13
10	Time Management	18	11	17	46	15
11	Listen To Music	9	9	14	32	12
12	Drink in Moderation	3	3	1	7	2
13	Drink Green Tea	2	1	2	5	2
14	Eat a Balanced Diet	5	1	3	9	3
15	Reverse Counting	2	2	6	10	3

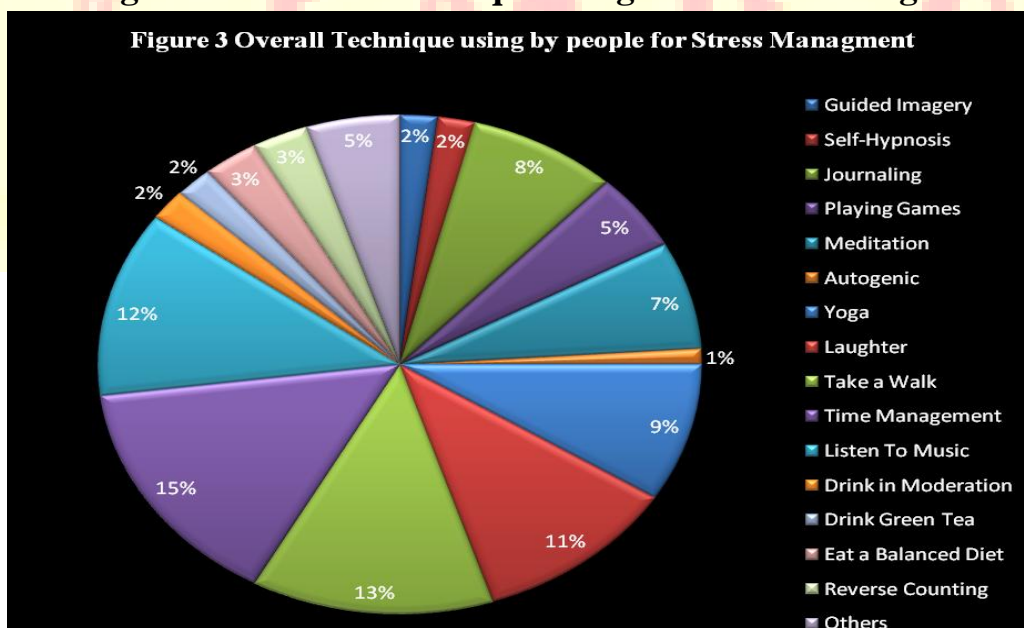
16	Others	3	4	7	14	5
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Figure 2: Stress Managing Technique



As per the primary data collection in Table 1, Figure 2 and Figure 3 it clearly indicate that most of the people are using following seven technique for the stress management (Time Management, Take a Walk, Laughter, Yoga, Journaling, Meditation and Listen To Music)

Figure 3: Overall Technique using for Stress Management



VI. HOW TO DEAL PRODUCTIVELY

(A) JOURNALING

What Is Journaling?

Journaling is a term coined for the practice of keeping a diary or journal that explores thoughts and feelings surrounding the events of one's life. Journaling, as a stress management and self-exploration tool, is not the same as simply recording the happenings in one's life, like keeping a log. To be most helpful, one must write in detail about feelings and cognitions related to stressful events, as one would discuss topics in therapy.

What Are The Benefits of Journaling?

Journaling allows people to clarify their thoughts and feelings, thereby gaining valuable self-knowledge. It's also a good problem-solving tool; oftentimes, one can hash out a problem and come up with solutions more easily on paper. Journaling about traumatic events helps one process them by fully exploring and releasing the emotions involved, and by engaging both hemispheres of the brain in the process, allowing the experience to become fully integrated in one's mind.

As for the health benefits of journaling, they've been scientifically proven. Research shows the following:

- Journaling decreases the symptoms of asthma, arthritis, and other health conditions.
- It improves cognitive functioning.
- It strengthens the immune system, preventing a host of illnesses.
- It counteracts many of the negative effects of stress.

What Are The Drawbacks to Journaling?

Those with learning disabilities may find it difficult to deal with the act of writing itself. Perfectionists may be so concerned with the readability of their work, their penmanship, or other periphery factors that they can't focus on the thoughts and emotions they're trying to access. Others may get tired hands, or be reluctant to

relieve negative experiences. And, journaling only about your negative feelings without incorporating thoughts or plans may actually cause more stress.

(B) MEDITATION

Overview of Meditation

Throughout the day, when we experience stress, our bodies automatically react in ways that prepare us to fight or run. In some cases of extreme danger, this physical response is helpful. However, a prolonged state of such agitation can cause physical damage to every part of the body. Meditation affects the body in exactly the opposite ways that stress does, restoring the body to a calm state, helping the body to repair itself, and preventing new damage due to the physical effects of stress.

The Benefits of Meditation

The benefits of meditation are manifold because it can reverse your stress response, thereby shielding you from the effects of chronic stress. When practicing meditation, your heart rate and breathing slow down, your blood pressure normalizes, you use oxygen more efficiently, and you sweat less. Your adrenal glands produce less cortisol, your mind ages at a slower rate, and your immune function improves. Your mind also clears and your creativity increases. People who meditate regularly find it easier to give up life-damaging habits like smoking, drinking and drugs. Meditation research is still new, but promising.

How Meditation Works

Meditation involves sitting in a relaxed position and clearing your mind. You may focus on a sound, like "ooommm," or on your own breathing, or on nothing at all. It's necessary to have at least 5 to 20 distraction-free minutes to spend. (Longer meditation sessions bring greater benefits, but sometimes starting slowly can help you maintain the practice long-term.) It's helpful to have silence and privacy, but more practiced meditators can practice meditation anywhere. Many practitioners of meditation attach a spiritual component to it, but it can also be a secular exercise.

Pros Of Meditation

Meditation is wonderful in that it's free, always available, and amazingly effective in short-term stress reduction and long-term health. Benefits can be felt in just one session. An experienced teacher can be helpful, but isn't absolutely necessary; you can learn many effective meditation techniques from a book or from the meditation resources on this site.

The Cons of Meditation

It does take some practice, however, and some people find it difficult to "get it" in the beginning. It also requires a little patience, and may be difficult for people with little free time (like some stay-at-home mothers who get little privacy from small children). However, the time and effort it takes to learn and practice is well worth it in terms of the benefits it provides.

How Does It Compare To Other Stress Reduction Methods?

Unlike some medications and herbal therapies, meditation has no potential side effects. People with physical limitations may find it easier to practice than strenuous physical exercise for stress relief, plus, no special equipment is required. Unlike enlisting the help of a professional, meditation is free. However, it does take discipline and commitment, so some people may find it more difficult to maintain as a habit than methods that enlist the help of someone or something outside themselves for added motivation. Also, some people may find it more difficult to free their minds of the thoughts of the day, and thus find it more difficult than methods like journaling that involve focusing on these events, or methods that in themselves are distracting, like physical exercise or the use of humor.

(C) YOGA

Yoga for Stress Relief

Dating back over 5000 years, yoga is the oldest defined practice of self development. The methods of classical yoga include ethical disciplines, physical postures, breathing control and meditation. Traditionally an Eastern practice, it's now becoming popular in the West. In fact, many companies, especially in Britain, are seeing the benefit of yoga, recognizing that relaxed workers are healthier and more creative, and are sponsoring yoga fitness programs.

Overview of Yoga

Many of the popular techniques found to reduce stress derive from yoga:

- controlled breathing
- meditation
- physical movement
- mental imagery
- stretching

Yoga, which derives its name from the word, “yoke” to bring together does just that, bringing together the mind, body and spirit. But whether you use yoga for spiritual transformation or for stress management and physical well-being, the benefits are numerous.

Yoga’s Effects On the Body

The following is only a partial list of yoga’s benefits:

- reduced stress
- sound sleep
- reduced cortisol levels
- improvement of many medical conditions
- allergy and asthma symptom relief
- lower blood pressure
- smoking cessation help
- lower heart rate
- spiritual growth
- sense of well-being
- reduced anxiety and muscle tension
- increased strength and flexibility
- slowed aging process

Yoga’s benefits are so numerous; it gives a high payoff for the amount of effort involved.

What’s involved With Yoga?

The practice of yoga involves stretching the body and forming different poses, while keeping breathing slow and controlled. The body becomes relaxed and energized at the same time. There are various styles of yoga, some moving through the poses more quickly, almost like an aerobic workout, and other styles relaxing

deeply into each pose. Some have a more spiritual angle, while others are used purely as a form of exercise.

What Are The Benefits Of Yoga?

Virtually everyone can see physical benefits from yoga, and its practice can also give psychological benefits, such as stress reduction and a sense of well-being, and spiritual benefits, such as a feeling of connectedness with God or Spirit, or a feeling of transcendence. Certain poses can be done just about anywhere and a yoga program can go for hours or minutes, depending on one's schedule.

What Are the Drawbacks of Yoga?

Yoga does require some commitment of time and is more difficult for people with certain physical limitations. Some people feel self-conscious doing some of the poses. Also, yoga classes can be expensive, although it is possible, albeit perhaps more challenging, to learn from a book or video.

How Does It Compare To Other Stress Reduction Methods?

As yoga combines several techniques used for stress reduction, it can be said to provide the combined benefits of breathing exercises, stretching exercises, fitness programs, meditation practice, and guided imagery, in one technique. However, for those with great physical limitations, simple breathing exercises, meditation or guided imagery might be a preferable option and provide similar benefits. Yoga also requires more effort and commitment than taking pills or herbs for stress reduction.

(D) LAUGHTER

Stress Management Benefits of Laughter

Hormones: Laughter reduces the level of stress hormones like cortisol, epinephrine (adrenaline), dopamine and growth hormone. It also increases the level of health-enhancing hormones like endorphins, and neurotransmitters. Laughter increases the number of antibody-producing cells and enhances the effectiveness of T cells. All this means a stronger immune system, as well as fewer physical effects of stress.

Physical Release: Have you ever felt like you "have to laugh or I'll cry"? Have you experienced the cleansed feeling after a good laugh? Laughter provides a physical and emotional release.

Internal Workout: A good belly laugh exercises the diaphragm, contracts the abs and even works out the shoulders, leaving muscles more relaxed afterward. It even provides a good workout for the heart.

Distraction: Laughter brings the focus away from anger, guilt, stress and negative emotions in a more beneficial way than other mere distractions.

Perspective: Studies show that our response to stressful events can be altered by whether we view something as a 'threat' or a 'challenge'. Humor can give us a more lighthearted perspective and help us view events as 'challenges', thereby making them less threatening and more positive.

Social Benefits of Laughter: Laughter connects us with others. Also, laughter is contagious, so if you bring more laughter into your life, you can most likely help others around you to laugh more, and realize these benefits as well. By elevating the mood of those around you, you can reduce their stress levels, and perhaps improve the quality of social interaction you experience with them, reducing your stress level even more!

How To Use Laughter

Laughter is one of my all-time favorite stress management strategies because it's free, convenient, and beneficial in so many ways. You can get more laughter in your life with the following strategies:

T.V. and Movies: There's no shortage of laughter opportunities from the entertainment, both at the theater and in the aisles of the video stores, as well as at home with T.V. comedies. While wasting your time watching something

marginally funny may actually frustrate you, watching truly hilarious movies and shows is an easy way to get laughter into your life whenever you need it.

Laugh With Friends: Going to a movie or comedy club with friends is a great way to get more laughter in your life. The contagious effects of laughter may mean you'll laugh more than you otherwise would have during the show, plus you'll have jokes to reference at later times. Having friends over for a party or game night is also a great setup for laughter and other good feelings.

Find Humor In Your Life: Instead of complaining about life's frustrations, try to laugh about them. If something is so frustrating or depressing it's ridiculous, realize that you could 'look back on it and laugh.' Think of how it will sound as a story you could tell to your friends, and then see if you can laugh about it now. With this attitude, you may also find yourself being more lighthearted and silly, giving yourself and those around you more to laugh about. Approach life in a more mirthful way and you'll find you're less stressed about negative events, and you'll achieve the health benefits of laughter. (See this article on maintaining a sense of humor.

'Fake It Until You Make It': Just as studies show the positive effects of smiling occur whether the smile is fake or real, faked laughter also provides the benefits mentioned above. So smile more, and fake laughter; you'll still achieve positive effects, and the fake merriment may lead to real smiles and laughter.

More on Having Fun: See these additional suggestions on laughing more and having fun in your life.

(E) WALKING

Walking and exercise has benefits beyond the merely physical. Many people walk as much for mental and spiritual well-being as for fitness.

Can walking make you happy? Can it help you deal with life stress? Can it help you work through relationship problems? Can it lead to a deeper spiritual and religious life? For many, the answer is yes.

This is Your Brain on Walking

Exercise, such as walking, increases the blood flow to the brain. A 1999 study of people over 60 found that walking 45 minutes a day at 16-minute mile

pace increased the thinking skills of those over 60. The participants started at 15 minutes of walking and built up their time and speed. The result was that the same people were mentally sharper after taking up this walking program.

Get Smart - Get Walking.

(F) MUSIC

Music can be a powerful tool in relieving stress, and can be used in several ways. Here I've included a (lucky) seven-item list of some of the best CDs to use for relaxation and stress relief, with tips on how to use various forms of music to relieve stress in different ways.

(G) TIME MANAGEMENT: -

Both fatigue and overwork and internally generated stress are elements of long term stress and calls for effective time management techniques. "Time cannot be controlled but it can be managed." While there are many methods, the following may be the most pertinent. First, it is very important to learn to set realistic goals. A thesis cannot appear over night and so specific, realistic goals help ease the process. Another strategy is to set priorities. Decide early what is important to you. Finally, learn to write everything, all goals, professor-imposed deadlines, extracurricular, etc., in a planner or notebook.

Set realistic goals and time frames for yourself.

Scheduling more than you can handle is a great stressor. Not only are you stressed trying to handle your commitments, you are stressed just thinking about them. If you are experiencing overload with some activities, learn to say, "no." Eliminate any activities which you don't have to do. Carefully consider any time-based commitment you make.

Make time decisions based on analysis. Take a look at how you currently divide your time. Do you get the little, unimportant things completed first because they are easy and their completion makes you feel good? Or, do you focus your

efforts on the things that will really make a difference for your organization and your life. Events and activities fall into one of four categories. You need to spend the majority of your time on items that fall in the last two categories.

- ✓ Not Urgent and Not Important
- ✓ Urgent but Not Important
- ✓ Not Urgent but Important
- ✓ Urgent and Important

VII. FINDING AND CONCLUSION

There are several ways to manage stress but As per the Primary data collection (which I collect with the help of 100 Questionnaire) I find the most common techniques like Journaling, Meditation, Yoga, Laughter, Walking, Listen Music and Time Management but out of the above technique the most important technique I find that is Time Management.

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I. APPENDIX

1. Questionnaire 1 for Managing Stress
2. Questionnaire 2 for Time Management

Questionnaire 1

Stress Management Questionnaire

This stress management questionnaire is about you and your responses to the demands made on you – stressors. Give each question a “yes” or “no” answer. Be honest in your answers if you sincerely want stress management.

No.	Question	Yes	No
1	Do you have the time you need to do work without interruption?		
2	Do you have the time you want with your family each week?		
3	Do you have the personal time you would like each day?		
4	When you are interrupted at an activity, do you respond with anger?		
5	When you are asked to do something unplanned, do you respond angrily?		
6	When you are given an unexpectedly large project, do you get tense?		
7	Do you respond in a positive manner when asked to do something for which you lack training?		
8	Do you accept with a healthy attitude circumstances that cannot change?		
9	Do you proactively respond with positive power to stressors?		
10	Do you plan your life each day, and work out that plan?		

Stress management goes much further than a simple stress management questionnaire, but your answers will give you an indication of where you stand right now.

If you are thinking that will take a lifetime of workshops in stress management techniques, relax. It takes no more than identifying the demands in your life, and planning how you will respond when you meet one of them. Then put your plan into action.

If you feel stress which of the following techniques are you using for managing stress?

Stress Managing Technique

Mark your answer as per priority

No.	Technique	Priority	Priority	Priority
		1	2	3
1	Guided Imagery			
2	Self-Hypnosis			
3	Journaling			
4	Playing Games			
5	Meditation			
6	Autogenic			
7	Yoga			
8	Laughter			
9	Take a Walk			
10	Time Management			
11	Listen To Music			
12	Drink in Moderation			
13	Drink Green Tea			
14	Eat a Balanced Diet			
15	Reverse Counting			
16	Other Technique			

If other then above technique you are using then mention it in given place

Questionnaire 2

Time Management Questionnaire

(Scoring: 2 = Always 1 = Sometimes 0 = Never)

No.	Question	Scoring
1	I do things in order of priority	
2	I accomplish what needs to be done during the day	
3	I always get assignments done on time	
4	I feel I use my time effectively	
5	I tackle difficult or unpleasant tasks without procrastinating	
6	I force myself to make time for planning	
7	I spend enough time planning	
8	I prepare a daily or weekly "to do" list	
9	I prioritize my list in order of importance, not urgency	
10	I am able to meet deadlines without rushing at the last minute	
11	I keep up-to-date on my reading and research assignments	
12	I prevent interruptions from distracting me from high priority tasks	
13	I avoid spending too much time on trivial matters	
14	I spend enough time on work-related activities	
15	I plan time to relax and be with friends in my weekly schedule	
16	I have a weekly schedule on which I record fixed commitments such as work hours	
17	I try to do the most important tasks during my most energetic periods of the day	
18	I make constructive use of my commuting time	
19	periodically re-assess my activities in relation to my goals	
20	I have discontinued any wasteful or unprofitable activities or routines	
21	I screen and group my telephone calls to allow for control over telephone interruptions	
22	I judge myself by accomplishments of tasks rather than by amount of activity	
23	My actions are determined primarily by me, not by circumstances or by other people's priorities	
24	I have a clear idea of what I want to accomplish during the forthcoming quarter	
25	I am satisfied with the way I use my time	

Results
 45 to 50: You have outstanding time management skills
 38 to 44: You have strong time management skills
 30 to 37: You are managing your time fairly well, but sometimes feel overwhelmed
 25 to 36: You work career is likely to be stressful and less than satisfying unless you take steps to begin to manage your time more effectively
 Less than 25: You need to work on your time management skills