

1. Skip the caffeine

Grabbing a coffee in the morning might be helpful if you need a little pick-me-up to get your day started. But, once you hit lunch time, swap out that caffeinated beverage for a calming decaf herbal tea. Take the jitters out of your afternoon and prime yourself for a restful night.

1. Get Moving

A simple walk around your office building can help you cool off after a heated conversation and even score some beneficial vitamin D. Frequent activity is not only great your body
but for your brain.

1. Track Your Stressors

Journaling is an effective method for diluting the amount of stress you might be experiencing. Take note of what is causing your stress, as well as any details involved such as the setting you were in and how you reacted. Tracking what causes your stress throughout the day will help you tackle your triggers.

1. Establish Boundaries

Now that we have the ability to respond to work emails in our pocket, the lines between work hours and off hours are blurred. Setting boundaries for yourself is key to keeping stress levels low and joy levels high. Set a tec­­h bedtime. Unplug and stick to it.

**Stress Busters for a Busy Work Day**

Why is it that even on the busiest of days, stressing out seems to find its way on your agenda. Thankfully, there are simple and effective ways to conquer feelings of overwhelm in ways you may not have expected. Follow these simple practices to reach your fullest potential with less worry.

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