

Helping you get from where you are now
to where you want to be.

Reducing stress by knowing what to tackle and what to release

Stress can often become all-consuming. You get eaten up with doubt and worry and then so swamped by everything that you become unable to act. Knowing what to tackle and what to release is one of the most effective methods of reducing stress in both your personal and business life.

When facing a stressful time you will almost always find it very helpful to categorise and prioritise all the individual things that are causing your stress. Draw a simple 'Priority Matrix' and then add into the chart all the things that are causing you stress, asking yourself the following two critical questions before you add each thing:

- "Bearing in mind the situation I am currently in - is this thing a high priority or a low priority?"
- "Is this thing easy to change or difficult to change?"



By asking yourself these two questions (high priority or low priority, easy to change or difficult to change) and listing all the things that are causing you stress in the 'Priority' matrix you will be able to see clearly where it's best to put your time and energy.

Now take action! Start with the 'high priority, easy to change' things first then move rapidly on to the 'high priority, difficult to change' items. Having done all these, reassess the low priority things. You may well find that many of them no longer cause you stress and can be dismissed altogether while the rest can be re-assigned if necessary.

Remember, in the grand scheme of things not every issue or situation is worth the amount of attention we give it. Sometimes we get stressed over things that really don't matter or things that we can't change. Use these questions to help you decide which problems deserve your attention now and which ones can wait. You will then be able to spend your time and effort most effectively.

If you would like to know more about reducing stress or feel you need some help to make the most of this technique just [click here](#).