

## Milestones to Success – Stress Management Training course

Listed below are some of the skills and techniques which will form an important part in your success on the **Axio Development** stress management training course. They are organised into 5 categories – we refer to them as the milestones to success. So that you can identify the benefits you want to gain and to measure your progress tick the circles alongside the areas that you identify as being particularly relevant to you, then prioritise the 5 main areas in order of importance: 1 being the highest, 5 the lowest. Bring this page with you to the course.

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**Personal stress and worry**

- Knowing the factors that trigger stress for you
- Understanding the difference between positive and negative stress
- Awareness of your mood and its impact on stress
- Use a 'stress diary' to clearly define your stress profile

**Managing workload stress**

- Confirming your priorities with your boss on a regular basis
- Having the correct resources
- Managing your time effectively
- Avoiding procrastination

**Rational positive thinking**

- Keeping things in proportion
- Maintaining a positive outlook
- Challenging your negative thoughts
- Avoiding self-criticism

**Using stress to enhance performance**

- Turn anxious dread into excited anticipation – the “Christmas Factor”
- Harness the adrenaline to exceed expectations
- Remind yourself of what you have achieved when under pressure

**Antidotes to stress**

- Lifestyle: balancing work & personal life
- Exercising properly
- Balanced Diet
- Using relaxation techniques
- Maintaining a positive mindset

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What will progress in these areas allow you to achieve?