**Six Simple Steps for Serenity at Work**

The stress at work can feel unbearable at times. How can you focus and get things done when you're under so much pressure? Letting go of the stress that makes us less effective and productive isn't easy, but like a muscle, it can be developed and mastered. Getting there requires finding the right balance of accepting some things and changing others.

## 1. REALIZE YOU HAVE A CHOICE

Regardless of how much stress you're experiencing in the workplace, you're sitting at your desk because you choose to be there. Shifting your mindset from "have to" to "choose to" gives you control over the situation.

## 2. FOCUS ON WHAT YOU CAN CONTROL NOW

Whenever you feel your attention drifting to stressors, refocus on the most immediate task that will produce a positive outcome. Finishing that project will give you a sense of accomplishment. You will feel better and more in control.

## 3. GET SOME AIR

It's well documented that deep breathing helps reduce stress. If you don't remember to stop and take some deep breaths throughout the day, schedule reminders in your calendar or include them on your to-do list. Take a quick walk outside to lower your stress level.

## 4. QUIT CATASTROPHIZING

When you're stewing in negative feelings, you're devoting energy to making things worse. Instead, practice focusing on what's going right and what you can change about your situation. Then make that change happen.

## 5. CHANGE YOUR INFORMATION INTAKE

Negativity exacerbates your stressed state of mind. Turn off the news. Stop hanging out with people who bring you down.

## 6. LET YOURSELF LAUGH

"Laughter is the best medicine." Watch a favorite humorous video on YouTube. Finding some "funny" in your day does more than just create a distraction. It can give you a much-needed moment of serenity.

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