

Management Brief

Essential Tips for Personal Growth

How to COMBAT FATIGUE at workplace

Everyone gets tired at times, maybe you've had too many late sittings or been busy at work.

Although for most people this usually passes after some relaxation and a good night's sleep, it's possible for tiredness to become a long-term problem that can severely affect your work and quality of life.



NBP

National Bank of Pakistan

The Nation's
Bank



Sometimes it can be hidden stress

In today's economic upheavals, downsizing, layoff, merger and bankruptcies have cost hundreds of thousands of workers their jobs. Millions more have been shifted to unfamiliar tasks within their companies and wonder how much longer they will be employed. Adding to the pressures that workers face are new bosses, computer surveillance of production, fewer health and retirement benefits, and the feeling they have to work longer and harder just to maintain their current economic status. Workers at every level are experiencing increased tension and uncertainty. Sometimes your work setting creates physical stress because of noise, lack of privacy, poor lighting, poor ventilation, poor temperature control or inadequate sanitary facilities. Settings where there is organizational confusion or crisis-centered managerial style are all psychologically stressful.

Stop Reacting!

We experience stress when we feel that situations are out of our control. It activates the stress hormone and, if chronic, wears down confidence, concentration and well-being. Identify the aspects of the situation you can control and aspects you can't. Typically, you're in control of your actions and responses, but not in control of macro forces or someone else's tone, for example. Be impeccable for your 50%. And try to let go of the rest.

Deep Breathing!

If you're feeling overwhelmed or are coming out of a tense meeting and need to clear your head, a few minutes of deep breathing will restore balance. Simply inhale for five seconds, hold and exhale in equal counts through the nose. It's like getting the calm and focus of a 90-minute yoga class in three minutes or less at your desk.

Eliminate Interruptions!

Most of us are bombarded during the day. Emails, phone calls, instant messages and sudden, urgent deadlines conspire to make today's workers more distracted than ever. While you may not have control over the interrupters, you can control your response. Responding in one of three ways: Accept the interruption, cut it off, or diagnosis its

importance and make a plan. Many interruptions are recurring and can be anticipated. You can also train those around you by answering email during certain windows, setting up office hours to talk in person or closing the door when you need to focus.

Schedule Your Day!

Most of us go through the day using a "push" approach, thinking if we work full eight to 10 hours, we'll get more done. Instead, productivity goes down, stress levels go up and you have very little energy left over for your family. Scheduling breaks throughout the day to walk, stretch at your desk or do a breathing exercise. Intense concentration for about 90 minutes, followed by a brief period of recovery, to clear the buildup of stress and rejuvenate ourselves.

Change your lifestyle!

Eating badly will stress your system, eating a low-sugar, high-protein diet. And when you're not sleeping well, you're not getting the rejuvenating effects. If racing thoughts keep you from falling asleep or you wake up in the night and can't get back to sleep, a simple breathing trick that will knock you out fast: Cover your right nostril and breathe through your left for three to five minutes.

Editor-in-Chief

Zubair Ahmed SEVP/Group Chief
Logistic Support Security & Engineering Group

Editor
Asra Adnan

For suggestions and comments please feel free to e-mail at

editombp@hotmail.com

Tel: 021-99217915

Fax: 021-99217916

*Mezzanine Floor, Chapal Plaza,
Hasrat Mohani Road, Karachi*

STAY ACTIVE AT WORK

Sometimes at work we feel bogged down, especially if we spend a lot of time on the computer. Experiencing fatigue during work can ruin your day and make you feel unproductive and unmotivated. If you feel like you can't stay active during your workday, try these quick breaks for exercise:

- *Take a brisk walk*
- *Stand up and stretch for 5 minutes*
- *Jump up and down*
- *Spend 5 minutes meditating*

You're only as old as you feel, the saying goes. But what if you feel old, tired, and rundown?

Good lifestyle habits, such as eating a healthy, balanced diet and exercising regularly, usually help combat tiredness. However, if your tiredness persists, you may decide to see your doctor. Anxiety, depression and sleep problems are just some of the many conditions that may cause tiredness.

Fatigue is a common complaint, especially after people hit middle age. Fortunately, there are plenty of simple ways to boost energy. Some even slow the aging process.

Fatigue is a common symptom of many illnesses, including diabetes, heart disease, arthritis, anemia, thyroid disease, and sleep apnea. Talk to your doctor if you feel unusually tired.

Many medications can contribute to fatigue. These include some blood pressure medicines, antihistamines, diuretics, and other drugs. If you begin to experience fatigue after starting a new medication, tell your doctor.

Dehydration has also been shown to decrease alertness and concentration.

Lack of sleep increases the risk of accidents and is one of the leading causes of daytime fatigue. The solution: Get to bed early enough for a full night's sleep.



You may have trouble concentrating, have less energy than usual, find it difficult to make decisions, or feel less motivated and sleepy during the day – all of which can affect your productivity at work.

Quotes

If you ask what is the single most important key to longevity, I would have to say it is avoiding worry, stress and tension. And if you didn't ask me, I'd still have to say it.



There are thousands of causes for stress, and one antidote to stress is self-expression. That's what happens to me every day. My thoughts get off my chest, down my sleeves and onto my pad.



Realize that not all movement is progress. When stress and tension and chaos surround you, pause for a moment and relax. The best time to take a deep breath is when you don't have time for it.



Smile. It makes you attractive. It changes your mood. It relieves stress. And it helps you stay positive.



The worst moments in life: feeling sick and tired, cancelled plans, not getting enough sleep, and being replaced.

