



Stress Management

By Gerard Hargreaves



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Success at work isn't just about working harder. It means thinking and working smarter. The Self-Development for Success series helps you quickly improve basic but crucial professional skills--and ensure your ongoing career success.

These brief, visually attractive, interactive books let you assess your current strengths, target weak areas, and build your knowledge and skills. You get an entire skills-training workshop--complete with charts, checklists, exercises, and questionnaires.

With Stress Management, you'll learn how to:

- * Put a complete stress management program into action
- * Recognize the physical and mental symptoms of stress and manage them effectively
- * Distinguish between pressure and stress--and turn pressure into a productive, not destructive, force
- * Change the workplace to avoid stress
- * Improve your self-assurance as you become less stressed and begin to make the right decisions for your business.

Other titles in the series: Effective Communication Effective Delegation Effective Interviews Perfect Presentations Selection Interviewing Telephone Techniques Time Management

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Editorial Review

About the Author

Gerard Hargreaves manages The Centre for Director Development at The Institute of Directors. He is an experienced consultant and has spent many years advising organizations and individuals on stress management. Prior to working with the Institute, he spent 10 years with management consultants MaST International and seven years in the army specializing in training and development.

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