



Your Stress Management Guide

Simple tools to manage stress
and support your well-being



We all face moments of stress, whether from day-to-day pressures or unexpected challenges. But while stress is a natural part of life, it can take a toll on both your mind and body. That's why it's so important to build simple, supportive habits that help you navigate tension and anxious thoughts in a manageable way.

This toolkit offers practical resources to help you stay mindful of your stress levels and take steps to address them. You'll find tools to plan activities to care for mind, track emotional and physical responses, and reflect on your journey — All designed to help you make meaningful changes and find more peace of mind.

This guide includes:

Practical Tips for Managing Stress

3

Learn simple, proven, strategies to support your well-being.

Monthly Self-Care Planner:

4

Proactively schedule activities that support your mental and physical health.

Daily Stress Management Tracker:

5

Track your stress levels, symptoms, and care efforts to spot patterns and make improvements.

Weekly Reflection Prompts:

6

Reflect on what worked and what didn't, then adjust your approach for the week ahead.

Disclaimer: This guide is for educational purposes and may not be suitable for your situation. For all health care needs, please seek assistance from a licensed medical or mental health professional.



Practical Tips for Managing Stress

Managing stress is an ongoing journey, and there are many simple strategies you can use every day to stay on top of it. Here are some practical tips to help you along the way:

1

Move your body

Physical activity is a great way to release tension and improve your mood. Whether it's stretching, walking, or a quick workout, adding movement to your days can help keep stress in check.

2

Try a breathing exercise

Deep breathing is a quick and easy way to calm your mind and body. Box breathing is a simple, four-step technique that can leave you feeling more grounded and centered. Try inhaling, holding your breath, exhaling, then holding again, each for a count of four – or follow [this guided meditation](#) in the Headspace app.

When you notice stress creeping in, take a few minutes to focus on your breath.

3

Stay connected

Sometimes, talking to a trusted friend, family member, or professional can help you feel less isolated. Schedule these connections to ensure you're making time for meaningful interactions.

4

Limit stress triggers

Identify the things that commonly cause stress for you. You can use the Weekly Reflection Prompts to better understand what causes your stress and brainstorm ways to manage those situations.

5

Prioritize sleep

Sleep is critical for being able to recover from stressful times. If stress is keeping you up at night, try incorporating a relaxing bedtime routine, like a meditation, Headspace sleepcast, or deep breathing exercise.

6

Practice mindfulness

Mindfulness practices, such as meditation or journaling, can help you stay present and manage anxious thoughts.

More Resources:



Course: [Letting Go of Stress](#)



Meditation: [Stress and Sleep](#)



Video: [Managing Stress](#)

Monthly Self-Care Planner

Setting aside time to care for yourself ensures that you're not just reacting to stress, but that you're intentionally taking the time to recharge mentally, emotionally, and physically. By planning out activities in advance, you'll be more likely to prioritize taking time for yourself and sticking to your plan.

Below, we've provided a blank calendar to fill in with self-care activities throughout the month. We've included ideas to get you started, but feel free to tailor the calendar to what works best for you. Aim for at least one or two stress-reducing activities each week, and try to mix them up so you're taking care of all aspects of your health.



Ideas for Your Mind

- Listen to a 5-minute meditation on letting go of stress.
- Journal for 10 minutes.
- Read a book or article that sparks joy or curiosity.
- Try a creative activity like drawing, coloring, or crafting.
- Sign up for a live Headspace meditation.



Ideas for Your Body

- Learn how to reset your sleep schedule.
- Try box breathing to bring calm and relaxation to the body.
- Go for a walk in a nearby park to connect with nature.
- Re-energize with an afternoon reset workout.
- Try cooking a nourishing meal that you've never made before.



Ideas for Self-Love

- Write a compassionate letter to your younger self.
- List 10 things you love about yourself.
- Practice a guided meditation focused on self-esteem.
- Set a timer for 7 mins to recognize your strengths and how they got you through tough times.
- Create a vision board of your dreams, goals, and aspirations.



Ideas for Personal Growth

- Visit a local museum or gallery.
- Reflect on a past accomplishment and note the steps that led to success.
- Try a meditation on building self-confidence.
- Attend a virtual workshop or class on a topic that excites you.
- Watch a video on avoiding burnout.



Ideas for Connection

- Schedule a coffee or lunch with a friend or colleague.
- Send a message or letter to check in on someone you care about.
- Volunteer for a cause that's meaningful to you.
- Invite someone new to join you for an activity you enjoy.
- Do a random act of kindness — like buying coffee for the person behind you in line.

Monthly Planner

Week 1

Week 2

Week 3

Week 4

Daily Stress Management Tracker

By regularly checking in with yourself, you can better understand your stress patterns and find ways to manage them. Use this daily tracker to note your stress levels, any physical or emotional symptoms, and the activities that help you feel better. At the end of the month, you can reflect on what worked and how you've progressed.

Five Minutes for You

Taking just five minutes each day to pause and focus on yourself can have a big impact on your overall well-being. It's a simple way to reset your mind, release tension, and reconnect with what you need in the moment.

Track your five-minute activities along with your stress levels each day, and see what patterns you can spot at the end of the month.

Here are a few simple ideas:

- Do a short stretching routine.
- Take a few mindful breaths to center yourself.
- Write down three things you're grateful for.
- Step outside for a breath of fresh air.

Listen to a Headspace meditation like "[Five Mindful Minutes](#)."

Daily Planner

D A Y	My five-minute self-care activity	How I feel today	My stress level (1-10)	My stress symptoms
ex.	stretching break	overwhelmed, tense, stressed	7	Physical: headaches, fatigue Emotional: irritable, brain fog
1				
2				
3				
4				
5				
6				
7				

Weekly Reflection Prompts

At the end of each week, spend a few minutes thinking about how things went and how you're feeling. Taking time to reflect can offer insight into your progress and help you make adjustments for the week ahead.



How stressed did I feel overall this week?



What triggered my stress the most?



What activities or strategies helped me feel more calm, relaxed, or happy?



What can I do next week to continue reducing stress or anxiety?

Keep in mind that there's no "quick fix" for stress — feeling your best is an ongoing process. But paying attention to how you feel and taking small steps to take care of yourself every day goes a long way. Use these tools throughout the year or during any extra-stressful times so you can stay connected to the practices that help you feel at ease.

**More
Resources:**



Meditation:
[Release Your Body's Stress](#)



Meditation:
[Breathing Into Stress](#)



Meditation:
[Managing Stress in Uncertain Times](#)