



DK Essential Managers: Reducing Stress

Tim Hindle

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Learn all you need to know about coping with stress in the workplace, from identifying the causes and symptoms of stress to monitoring your response to pressure and implementing coping strategies. Reducing Stress shows how to reorganize your work practices and think positively, plus it also provides practical techniques to use when dealing with potential problem areas. Power tips help you to handle real-life situations and develop first-class stress-management skills that will dramatically improve your ability to deal with pressure. The Essential Manager have sold more than 1.9 million copies worldwide! Experienced and novice managers alike can benefit from these compact guides that slip easily into a briefcase or a portfolio. The topics are relevant to every work environment, from large corporations to small businesses. Concise treatments of dozens of business techniques, skills, methods, and problems are presented with hundreds of photos, charts, and diagrams. It is the most exciting and accessible approach to business and self-improvement available.

Learn to minimize your stress level -- both at the office and at home -- to maximize your productivity and happiness.

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