

FREE WELLBEING GUIDE

Everyday Stress Relief *for a Calmer Mind*



Simple, practical habits to handle everyday stress: quick calming techniques for tense moments, daily routines that help, and clear guidance on when and where to get support.

8

quick calming techniques

5 min

resets you can do anywhere

7

day calm-habits plan

Understanding everyday stress

Stress is your body's natural response to pressure. A little can help you focus, but when it builds up day after day, it can affect your sleep, mood, energy, and health. The good news: small, regular habits can make a real difference.

Where you notice it	Common signs of stress
Body	Tense shoulders or jaw, headaches, a racing heart, tiredness, an upset stomach
Mind	Racing thoughts, worrying, trouble concentrating, feeling overwhelmed
Feelings	Irritability, impatience, feeling on edge or low
Habits	Poor sleep, eating more or less, more caffeine or alcohol, avoiding people

Common everyday stressors

- ☐ Work deadlines and long hours
- ☐ Money worries
- ☐ Family and relationship pressures
- ☐ Health concerns
- ☐ Big changes, even good ones

What helps most

- ☐ Calming your body in the moment
- ☐ Daily habits that build resilience
- ☐ Tackling what you can control
- ☐ Talking to people you trust
- ☐ Getting support early when needed

My stress signals

What are the first signs that tell you stress is building up?

Remember: feeling stressed doesn't mean you're failing. It's a signal that you need a little care, rest, or support, and that's something everyone needs at times.

8 quick ways to calm down

When stress spikes, calm your body first. These take one to five minutes and can be done almost anywhere.

1. Box breathing

2 MINUTES

1. Breathe in for 4 counts, hold for 4, out for 4, hold for 4.
2. Repeat 4–6 times.

2. Longer out-breaths

1–3 MINUTES

1. Breathe in for 4 counts.
2. Breathe out slowly for 6–8 counts. A longer out-breath helps your body relax.

3. 5-4-3-2-1 grounding

2 MINUTES

1. Name 5 things you see, 4 you can touch, 3 you hear, 2 you smell, and 1 you taste.
2. It brings your mind back to the present.

4. Muscle release

5 MINUTES

1. Tense one muscle group for 5 seconds, then relax for 10.
2. Work from your feet up to your face.

5. Take a short walk

5–10 MINUTES

1. Step outside or walk around the building.
2. Notice your steps and surroundings instead of your thoughts.

6. Name it

1 MINUTE

1. Say to yourself, "I'm feeling stressed about ____."
2. Putting feelings into words can make them feel more manageable.

7. Shoulder drop

30 SECONDS

1. Lift your shoulders to your ears, hold, then let them drop.
2. Unclench your jaw and soften your face.

8. Reach out

5 MINUTES

1. Call or message someone you trust.
2. A short, friendly chat can help put things in perspective.

Daily habits that build calm

You don't need to change everything at once. Pick one or two habits from this page, practice them for a week, then add another.

Habit	Simple ways to start
Sleep	Keep regular sleep and wake times, and put screens away 30–60 minutes before bed
Movement	A daily walk, stretching, or any activity you enjoy, even 10 minutes helps
Food & drink	Regular, balanced meals; go easy on caffeine and alcohol, which can affect sleep and mood
Connection	Spend time with people who lift you up; share how you're feeling
Nature	Time outdoors, in a park, a garden, or simply by an open window
Screen breaks	Limit news and social media, especially first thing in the morning and late at night
Something you enjoy	Music, reading, cooking, hobbies: make time for them, even briefly
Gratitude	Write down 3 good things from your day, however small

Try "worry time"

If worries pop up all day, set aside 15 minutes at the same time each day to write them down and think them through. When a worry appears at other times, jot it on a note for later. Many people find this helps worries feel less constant.

A 15-minute calming evening routine

- ☐ Write tomorrow's top 3 tasks, then close the list
- ☐ Tidy one small space
- ☐ Dim the lights and put your phone away
- ☐ Take a warm shower or bath
- ☐ Do gentle stretches or slow breathing
- ☐ Read something light, or listen to calm music

Focus on what you can control

Much of our stress comes from things we can't change. Sorting your worries into three groups helps you put your energy where it actually makes a difference.

I can control

My actions, my words, my habits, how I spend my time, asking for help

I can influence

How others respond, some work decisions, family plans

I can't control

The weather, the news, the past, other people's choices

Simple problem-solving in 5 steps

1. **Name the problem** as clearly and specifically as you can
2. **List possible solutions**, even ones that seem silly at first
3. **Pick one** that's realistic, and break it into small steps
4. **Do the first small step** today
5. **Review**: what worked? Adjust and try the next step

Lighten your load

- ☐ Write a to-do list and pick the top 3
- ☐ Break big tasks into small steps
- ☐ Say no, kindly, when you're stretched thin
- ☐ Ask for or accept help

Be kind to yourself

- ☐ Talk to yourself like a good friend would
- ☐ Done is often better than perfect
- ☐ Take regular short breaks
- ☐ Celebrate small wins

One worry I can act on this week, and my first small step

YOUR PLAN

Your 7-day calm-habits plan

Try one new thing each day, and keep the ones that help. Rate your stress level each evening from 1 (calm) to 10 (very stressed) to notice what makes a difference.

Day	Try this	Done	Stress (1-10)
1	Practice box breathing twice today	☐	
2	Take a 10-minute walk outside	☐	
3	No screens for the last 30 minutes before bed	☐	
4	Sort your worries into the three control groups	☐	
5	Call or meet someone you enjoy talking to	☐	
6	Try 15 minutes of "worry time"	☐	
7	Write 3 good things from your week, and choose 2 habits to keep	☐	

The habits I'll keep

People I can talk to

Friends, family, colleagues, or a professional.

When and where to get help

Self-help habits are useful, but they're not a replacement for professional support. Reaching out is a sign of strength, and the sooner you do, the easier it often is to feel better.

Talk to a doctor or counselor if...

- ☐ Stress or low mood lasts more than two weeks
- ☐ It's affecting your sleep, work, or relationships
- ☐ You feel hopeless, numb, or constantly anxious
- ☐ You're relying on alcohol or other substances to cope

Where to start

- ☐ Your family doctor or local clinic
- ☐ A licensed counselor or therapist
- ☐ Your employer's support program, if available
- ☐ A trusted friend or family member

If you're in crisis or thinking about harming yourself, please reach out now

- **Emergency:** call your local emergency number
- **India:** Tele-MANAS, free mental health support, 24/7: **14416**
- **USA:** 988 Suicide & Crisis Lifeline: call or text **988**
- **Anywhere:** find a free, confidential helpline in your country at findahelpline.com

Helplines and numbers were checked in October 2026 and may change.

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Take care of yourself,

Uday Chandra

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