



STRESS: Are you a sufferer or a carrier?

At the recent pre-conference seminar, the whole morning was given over to this important topic. We had three beekeepers telling us how stress affects them and what they do (or don't do) about it and our guest speaker Dr Ron Kilgour, a psychologist from Ruakura, discussed what harmful stress is and how we can work to minimise its effects.

Ron gave us a mnemonic to describe stress. It goes like this:

- S = situations T = that
- R = release
- E = emergency
- S = signals for
- S = survival

Stress comes from three broad areas; from society, from within, and from other people. Not all stress is bad, in fact

Ron "stressed" the point that we all need stimulation to perform well. Bryan Clements, one of our beekeepers on the programme, gave a beautiful analogy to illustrate the point. He said stress was like a violin. If you don't tension the strings you can't play

any tunes. But, if you tighten the strings too much they will break. Bryan went on to say that the strings in the bow also need tightening but after the performance the tension must be released or the bow could be damaged.

So, some stress is good for all of us, but too much can be harmful. Stress is <u>cumulative</u>. In other words, you may be coping with the stress of your business but add on family pressures and it could be too much. Everyone has different abilities for handling stress and these can be related to personality or the number of stress reducing techniques used.



Stress overload can cause a range of responses. Did you know that there are over 30 different hormones set in motion when individuals are stressed. These can cause three broad types of changes in each of us.

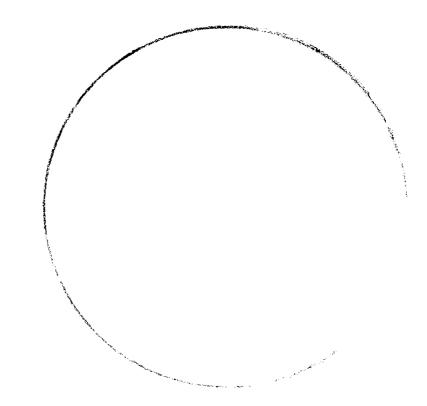
- * Behaviour loss of sleep, decrease in efficiency, increase in smoking or alcohol consumption
- * Mental increase in irritability, boredom or depression
- Physical ulcers, loss of appetite, fatigue, headaches, indigestion, shakes etc

Ron went on to discuss ways in which we can reduce stress. He started out by giving us an exercise to do. We each had to write down a list of jobs or things that we <u>must</u> do. Most of us came up with a list that included feeding bees, shifting for pollination, talking to our accountant, arranging finance, relicensing the truck etc. Then Ron got us to cross out the word "must" and write the word "choose". His point, and a powerful one it is too, is that in New Zealand there is nothing we must do. Now, there are a number of things we choose to do because the consequences of not doing them may be severe eg paying taxes, licensing vehicles and so on. But, Ron's point is very valid. If we think "choose" rather than "must" this in itself can be a great tension reducer. It was good to hear several conference speakers change from saying "must do" to "choose to do".

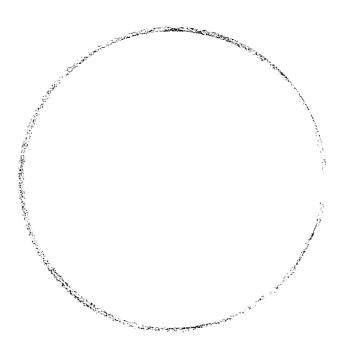
The next step is to think very carefully about what we choose to do and what will happen if we don't do something. For example, would it really matter if you had two weeks off over Christmas?

Here's an exercise you might like to try. Slice up this pie showing how much time you spend at:

- * Work
- Sleep
- Time alone
- * Family
- * Socialising
- * Sport
- * Self-development



Now, do it again showing how much time you would LIKE to spend in these activities.



To achieve what you choose to do and what you'd like to do requires planning. We use this planning cycle in MAF as does the executive. We call it management by objectives. All objectives should be written down. This way others know what you are planning and there is a greater commitment to keeping them if they are on paper. Ron gave us another mnemonic to remember what an objective should be it's called SCRAM and looks like this:

S = specific C = concise R = realistic A = attainable M = measurable

Alan Mc Call, from the Success Motivation Institute, spoke in the afternoon, and he also laid great importance on planning. He said, "Success is the progressive realisation of predetermined objectives. There is nothing you can't do if you really want it badly enough." Alan went on to say, "There are only three things to stop you achieving your objectives - time, money, and attitude and to handle these road-blocks you need to know where you are going and how you plan to get there." He also stressed the importance of setting realistic objectives, putting a definite completion date on the objectives and having a way of measuring when you had achieved each of the objectives.

I thought Bryan Clements summed it up very well. He was discussing the importance of planning in reducing personal stress when he said, "Plan your work then work your plan." I think all beekeepers should paint that in big letters on their shed and office walls and perhaps the bedroom ceiling?

Ron also touched on the subject of support. The old proverb, "A problem shared is a problem halved", is never more true than in today's climate. A person with a large supportive network of family or friends is much better equipped to handle stress than someone who battles on alone. "If you can't list 20 people that you could go to to discuss personal, family, or business problems, then you are at risk", Ron said. Why don't you think about your situation? Can you list 20 people or organisations in your network? I'll give you a sample list at the end of this newsletter (see appendix I).

Our speakers gave us a number of ways that they found useful in reducing stress. I'll list some of them here and another list at the end in appendix II.

- * Plan your objectives and write them down (business and personal).
- * Work your plan.
- * Work set hours, especially if you have staff.
- * Take Sunday off at least.
- * Plan your winter work carefully so it doesn't carry over into the spring.
- * Channel aggression by doing something physical like gardening, beating a punch bag, going for a walk etc.
- * Recognise that the boss is not indispensable.
- * Don't try and do everything yourself, especially if you employ staff.
- . * Keep up to date records both apiary and financial.
 - Don't get paranoid listening for weather forecasts look out the window occasionally.
 - * Take regular holidays.
 - * Discuss your plans with family and staff.
 - * Get CB radios in your vehicles.
 - * Try and make clear-cut decisions.
 - Believe that every decision you make is the right one at least at the time you make it.
 - * Increase your network to at least 20.
 - * Share your problems and fears.
 - * Daily hugs are healing, four hugs = survival, eight hugs = maintenance, 12 hugs = growth.
 - * Determine your level of stress try the questionnaire in appendix III on yourself or better still with your family and staff. You may find that people are prepared to talk over the questionnaire on the table where they may not "open up" with direct questioning. Ron explained that the questionnaire acted as a referee or neutral ground and relieved inter-personal tensions somewhat.

One of our members who has tried this found he learnt he wasn't as stressed as he thought he should have been. In other words he is handling stress very well. At the same time he found out about problems his family had that he wasn't aware of. Can I leave you with this thought: It is not events themselves, but how we view them and how we cope that determine the nature of stress. In Chinese the word "crisis" combines the symbols for the words "danger" and "opportunity". What happens will largely be influenced by how we view the stress event and by our ability to cope.

WHERE TO GO FOR HELP ...

A number of rural organisations are setting up support groups these days. You could try contacting any of the following:

- * Local community education agencies or ministers of religion.
- * Federated Farmers.
- * Advisory Services, MAF (especially Matamata and Hamilton).
- * Women's Institute.
- * Women in Agriculture (WAg).
- Organisations specialising in one-to-one counselling or life skills training. One such group that runs courses in the Waikato and BOP is Link House. Contact Jeannie or Duncan Steed or Winston Pond phone Hamilton 390-631.

Pohe! Pohe! Rumeur Rumeur Rumeur Ress Rumeur Rumeur Rumeur Rumeur Rumeur

> HOW TO RECOGNISE A STRESSED PERSON

"A good memory is not as good as a little ink."

Old Chinese Proverb

HAMILTON DISTRICT STATISTICS: Year ending 31 May 1986

For those of you who like to know how we did last season here are some facts and figures. There will be more in the next issue of the New Zealand Beekeeper. Figures in brackets refer to 1984/85.

1. Beekeepers, Apiaries and Hives - Hamilton

	Beekeepers	Apiaries	Hives
1-50	661	980	4,388
51+	65	2120	41,900
Total HN	726 (739)	3100 (3272)	46,288 (45,466)
Total NZ	6934 (7103)	26,866 (26,090)	328,961 (309,613)

2. Honey Crop

National	9471 t	(10,314)	29	kg/hive	(33)
Hamilton	1492	(1697)	32	kg/hive	(37)

3. American Foulbrood

	Apian	ries	Hiv	/es	Apiaries Inspected . (MAF)
.	No.	%	No.	0/ /2	
Hamilton National	127 (165) 1050	4.1 (5.4) 3.9	218 (220) 2920	0.5 (0.5) 0.9	*12.7 (14.4) 10.5

* Target 10%

4. AFB Inspection - Number of Apiaries and Hives Inspected by MAF

	No. Apiaries	% District Total	No. hives	% District Total
MAF Beekeepers Engaged by	165 230	5.3 7.4	993 1103	2.1 2.4
MAF Total	395	12.7	2096	4.5

	No. Apiaries	% District Total	No. hives	% District Total
Found by	29	0.93	79	0.2
MAF Reported	98	3.2	139	0.3
Beekeepers Total NZ Total	127 (165) 1050	4.13 (5.4) 3.9	218 (220) 2920	0.5 (0.5) 0.9

5. Number of Apiaries and Hives with AFB

An intereting statistic from our district last year was that of the 49 beekeepers who reported AFB, only 13 were commercial beekeepers. Similarly, of the 22 beekeepers MAF found with infected hives, only two were commercial.

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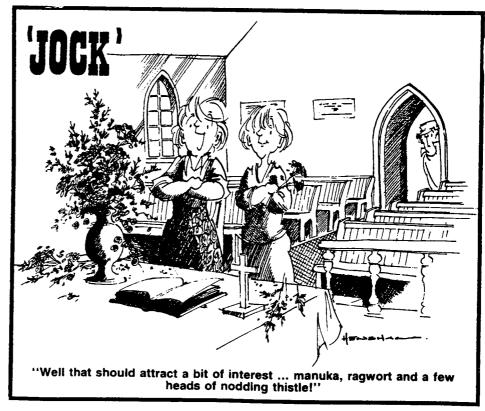
"The rain in the Waikato is here today and here tomorrow."

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WHEN IS A PLANT A WEED?

Answer: When it's growing in the wrong place. A definition of the wrong place depends on the individual of course. As far as some beekeepers are concerned the issue of the day is the planned biological control of gorse. DSIR still propose to introduce and release a mite to control the gorse.

We've had our survey (Dr Ron Sandrey's "Biological Control of Gorse - An Ex-ante Evaluation", November 1985) and Dr Hill of DSIR, Lincoln has published his survey report of all organisations other than



beekeeping that might have an interest in controlling gorse! His report is called "Biological Control of Gorse - Implications for the Natural Environment and for Primary Production", April 1986.

In a nutshell, both of these reports suggest that the mite should be released ie the benefits outweigh the disadvantages. However, a late groundswell against the introduction seems to be growing in Lincoln College and in some other departments of DSIR.

I'm glad I don't have to make the decision this issue. Whichever way the official decides he'll be "damned if he does and damned if he doesn't".

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PESTICIDE BOARD DECIDES

Applications for registration of products since the Ag Chem Board began operation in 1959 now total 3408.

Details of registered products:

Classification	Number of Products	Number of Active Ingredients
Herbicides	345	99
Acaricides and	223	98
Insecticides		
Fungicides	189	82
Vertebrate Poisons	73	15
Nematicides	7	6
Bactericides	21	6
Animal and Bird Repellants	2	1
Molluscides	8	2
Plant Growth Regulators	29	19
Total	850	299

As some products and active ingredients have more than one use, the above totals are higher than the actual numbers of active ingredients and products.

There are also 319 products (involving 214 pesticides) currently being evaluated.

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"I don't actually lose my temper. I just mislay it occasionally."



TRADE TABLE

- * Queen cells: Available from John and Sandra Mentjox from late September. Phone Putaruru 8135.
- * Bee boxes: Mark Ammon, 41 Waitete Road, Te Kuiti, phone (0813) 86-359 is making macrocarpa boxes to order; full depth, three-quarter depth and half depth available:

Green rough sawn ex Waimiha mill	\$1.60 m
Kiln dried/rough sawn ex Te Kuiti	\$2.20 m
Kiln dried/dressed two sides ex Te Kuiti	\$2.60 m

- * Manuka honey wanted: Phone Dudley Ward, Dannevirke 58-038 evenings.
- * Tecpak Plastics Ltd, P 0 Box 713, Dunedin, phone 30-691 have an improved version of their Safe-a-Pak honey containers. Their 1 June price for the 380 ml (500 g) pottle is \$87.00 per 1000 for 1000-9900 and lids \$43.70 per 1000. For 10,000-49,900 costs are \$81.60/1000 for pottles and \$38.30/1000 for lids. A minimum custom colour print run is 10,000.

Side wall print	\$32.7/1000	Two colours
Side wall print	\$37.90/1000	Three and four colours
Lid printing	\$38.10/1000	

These prices are ex Dunedin but Steve Olds, the managing director, is looking at a special freight deal to the North Island. Steve has a lidding machine for the 500 g and 1 kg pottles that costs around \$450.00. It is very simple to operate - you simply pass the pottles under the machine and the lids are snapped on.

- * Aglinks: The Aglink subscription service has been discontinued. Now you will be asked to pay \$10.00 for the catalogue and 50¢ for each Aglink.
- * Dingo 500: This machine looks like a miniature Bobcat except the operator stands on a rear platform. It's a four wheel drive with hydraulic
 - fork-lift (or bucket)
 - PTO
 - post hole borer and trencher
 - blade

all as optional extras.

The machine is under 860 mm wide and 1400 mm long. It can lift 225 kg to 1700 mm and weighs just 500 kg. Sounds great for loading pallets of hives but the snag is it costs around \$10,000. Contact Alister Rayner of Rayner Steel, P O Box 2086, Washdyke, Timaru, phone (056) 82-325 if you want any more information.

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"Success is a journey - not a destination."

Alan McCall

BEESWAX AND HONEY HAND CREAM

For beekeepers and beekeeperesses!

tup beeswax
tup almond oil (health food store)
tup honey (manuka is the best because of its antibacterial properties)
tablespoon bee pollen
tup Vaseline petroleum jelly
tup glycerine

Melt the beeswax and petroleum jelly in a double boiler. Add the remaining ingredients and heat for four to five minutes until the mixture is smooth. Pour into a container while hot since it will harden as it cools. Makes about $1\frac{1}{4}$ cups.

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Story of the month: One of our members was in his local grocery shop and thought he would do an in-store product promotion. He approached a customer who had just by-passed his honey and taken another brand. "Excuse me madam", he asked, "May I ask you why you didn't buy my brand of honey?" "Well", said the shopper, "My children like your honey so much they eat it too quickly so I'm buying another sort."

I wonder how our marketing experts would counter that problem! Any suggestions?

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INCOME GENERATION FOR MAF

I outlined our financial situation to you in my last newsletter. Since then we've been asked for another \$4 million by Mr Douglas. In a nutshell, the 11 divisions of MAF are facing a 52% reduction in appropriation by March 1991 ie from \$220 million to \$114 million. The reduction is relatively gentle for this year and next but thereafter ... (see figure 1).

If we want to maintain the same level of servicing and resources as now we will have to earn a lot of revenue or make cost savings or both. As salaries take up about 85% of our allocation I can see that mid to long-term we are heading for a much slimmer MAF. We will almost certainly see amalgamation of divisions and rationalisation of services.

1. How Will This Affect Apicultural Research?

Pat Clinch, our scientist at Wallaceville, is taking early retirement, effective the end of October this year, and his position will not be filled. I am not sure what will happen to Pat's technician.

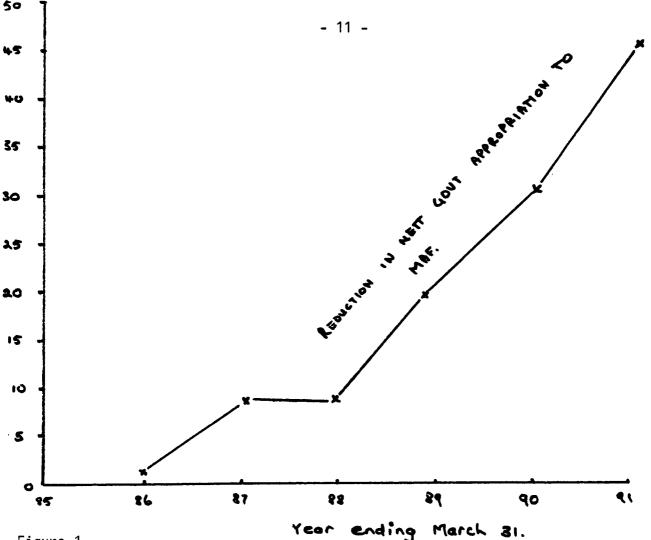


Figure 1

2. What About Our Bee Pathologist?

Conference and the executive agreed that the major portion of the \$60,000-\$63,000 trust funds should be used to support a bee pathology position, currently held by Dr Dennis Anderson at DSIR. Dennis's contract is being renegotiated with DSIR on an annual basis on much more favourable terms than the \$60,000 per year as mentioned in executive's remit to conference. The best location for the position is also being looked at. The Queen Bee Producers' Association is helping with financial support as well.

3. What is the Likely Effect on Advisory Services Division (ASD)?

In the Waikato we have about 23 full-time beekeepers. In order to pay 52% of my salary, overheads and expenses that would mean about \$2000/year each. Of course, you could probably "buy" a less experienced and less expensive adviser for \$500-\$1000 each but a lot of you do not require an advisory service and certainly not if you have to pay for it.

However, there is one function you all say you require from MAF and that is disease control, quality assurance and export certification. MAF found 1204 hives with AFB last year. Let's assume that 25% (301) of these would not have been found by their owners and dealt with properly, then these 301 hives only need to infect another three hives each at \$144/hive to nearly equal what MAF spent on disease control last year.

AFB costs New Zealand at least \$292,000 each year (2920 hives at \$100.00 each) or \$420,480 (at \$144.00 each), and we know our AFB figures are conservative.

In addition MAF issues phyto or zoosanitary certificates for over \$1 million worth of export honey and honeydew and nearly \$700,000 for queen bees and package bees. In short, no MAF, no certificates, and no exports to certain countries where certificates are mandatory.

Conference and executive accepted the premise that our commercial industry is too small to fund an advisory service at its present levels.

They also accepted that disease control was the responsibility of all beekeepers and should be a charge on all beekeepers. However, the scale of fees charged should be equitable.

There are a number of legal constraints in this whole question and the position is constantly changing. However, at this point, the option being looked at most closely by MAF and your executive would involve:

- * MAF charging all beekeepers a fee to cover the costs of maintaining the register. We are bound under the Apiaries Act to maintain the register and there is provision to have regulations made to recover the "least cost".
- * NBA to increase the hive levy for those with 50 or more hives (or a lesser number).
- * Contract with MAF to operate a disease control programme in the field. This gives the industry some control over where the money is to be spent and how. In the end analysis, if you fund a disease inspection programme, you'll keep the advisory one.

What does MAF spend on disease control?

Last year we spent \$133,414 as follows:

National	Costs	of	MAF	Inspection	Programme

	No. Used	km	km (\$)	Days	Wages (\$)
MAF	53	40,674	15,213	900	102,500
Beekeepers (Paid)	33	12,540	6,091	136	9,610
Beekeepers (Not Paid)	25				
Total	141	53,214	21,304	1036	112,110

This represents an average of \$14,824 per district (range \$8399-\$23,244). However, this figure doesn't include office overheads, or the \$17,099 we spent monitoring the toxic honey areas, or the 25 beekeepers who weren't paid for their services.

No. Used km Days km Wages (\$) (8 Hr) (\$) MAF Staff 4 4754 1711 131 20,513 3 900 450 14 570 Beekeepers (Paid) *[1790] [895] Beekeepers 8 [15] (Not Paid) 15 5654 2161 [1069] 21,083 Total

The following table shows you what I spent in our district last year.

Cost for MAF A	B Inspection	and Quality	Assurance	(HN District)) to 31 May	/ 1986
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* [] not paid and not included in totals

The total was \$23,244 or \$32.00 per beekeeper. However, a lot of my time is spent on national and international matters dealing with export certification, import permits, market access and so on. On a national basis, a minimum cost per beekeeper would be \$20.00 per year.

4. How Much Are MAF Overheads Likely to Be?

We are grappling with this problem now and don't have the answer as yet.

5. What is Likely to Happen if the Beekeepers Don't Pay MAF?

In my district anyway, for this coming season, and possibly the next, I won't be able to personally do much hive inspection work (I looked at 865 hives last year). Nor will I be able to fund part-time inspectors. So, if you don't volunteer to work for me the work won't get done. The areas most affected will be Hamilton City and country towns that have a lot of hobbyist beekeepers such as Morrinsville, Taupo, Taumarunui, Te Kuiti, Te Awamutu, Cambridge and Te Kauwhata etc.

6. What About the MAF Bee Disease Diagnostic Service?

This is still going ahead based at our Lynfield Plant Protection Centre. It will still be on a cost recovery basis but the latest proposed costs are very reasonable. We hope to send you full details of the scheme with your annual statement of inspection forms.

7. How Did the Debate Go at Conference?

Many speakers at conference felt that \$20.00 per year was too much for the hobbyists and would force hives "underground". My response is that there are a lot of hives "underground" already and a fee may well encourage neighbours to report on their fellow beekeepers to make them pay their share. It should also encourage many to give up which would be a good thing.

Charging on a per apiary basis has some merits but would cause a lot of sites to be "lost". We can't afford that for a disease control programme. There is also the problem of enforcing payment of a fee when the number of apiaries is in doubt. The NBA face this problem with collecting the hive levy. It's much easier to find and register beekeepers than it is to keep track of apiaries or hives.

I'm told that debt collection can be properly organised at no cost to MAF ie the beekeeper would be liable for all costs incurred in collecting the debt, and these costs are enforceable. Any legal actions would be given a lot of publicity to encourage the rest to pay!

8. What About Export Certification?

We're already charging two-thirds of our costs for an end-point inspection and now we have to charge \$4.00 per certificate where no product inspection is made. This will make it expensive to take a 500 g pot to Australia as a present!

9. What About an Exotic Bee Disease Arriving in New Zealand?

MAF is still bound under the act to respond to an exotic bee disease outbreak. That assumes, of course, that there are enough qualified people left in MAF to respond!

I've spent a lot of time discussing the situation with you here as it's potentially one of the most significant events to face your industry.

My personal feelings are that your industry is too small to fund an advisory service at the present level of nine. If you choose not to contribute to the operation of a disease control programme then I can't see my bosses being willing (or able) to replace apicultural advisers when they retire or resign or move out of apicultural work.

Between two and five of the current advisers are in this position now or will be in a couple of years. History tells us that once a position is relinquished it is very hard to get it back again. We seem to have a good example of symbiosis here. The apicultural advisers need your assistance to provide a regulatory service and hence maintain their advisory role in your industry, and you need the disease control and quality assurance function that really only a Government body can provide.

I'm not pessimistic about the future. In fact, I believe we can improve our inspection service if given the means to do it. I know it will be an extra financial burden to you but far from a heavy one if each beekeeper takes some of the load.

I'll finish here by saying we are working closely with your executive on this whole issue. Executive's remit to conference was amended and finally passed as follows:

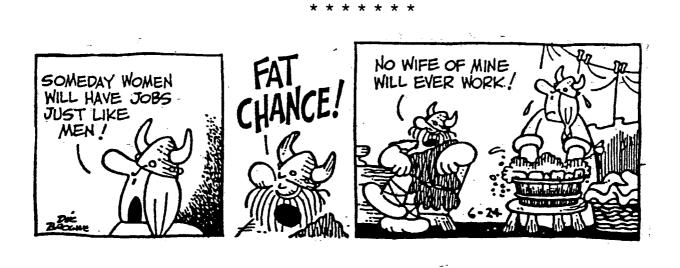
"That this conference recommends that the executive negotiate the best possible agreement with the Ministry of Agriculture and Fisheries (Advisory Services Division) to provide for the funding of an improved programme of apiary registration, disease control and quality assurance for the benefit of the whole industry."

HEARD AT CONFERENCE

"Speak up, we can't hear you." "I'll shout." "OK, about six o'clock will be fine!"

"Half of New Zealand businessmen think the New Zealand dollar is overvalued and half think it is undervalued. That's why it is where it is."

"If we drive beekeepers underground it might make them come out into the open."



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GOING TO JAPAN?

The New Zealand Tourist and Publicity Department has just published a "Japan Travel Market Report" which was prepared by a consultancy firm in Japan. The report is divided into three sections:

- * Review of Japanese outbound travel market.
- * New Zealand's position within Japan.
- * "Your Sales Visit to Japan": This section contains advice on all manner of business from how to exchange business cards to finding your way around Tokyo.

Write to the research section of NZTPD if you're interested. The report costs \$20.00.

NB: The Japanese Government has recently extended the present visa free period for New Zealand visitors to Japan from 30 to 90 days.

WHAT'S IN A NAME?

It seems the new edition of the Collins English Dictionary accepts pollenation as an alternative to pollination. It's a logical spelling but it still looks funny!

South African Bee Journal 57 (6): 1985

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"How long a minute is depends on which side of the toilet door you're on!"

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LATEST EXPORT STATISTICS: July 1985 to May 1986

Source: Department of Trade and Industry and Ministry of Agriculture and Fisheries

	Quantity (Tonnes)	FOB (\$NZ)
Beeswax Honeydew Honey (Retail) Honey (Comb) Honey (Bulk) Queen Bees (Each) (Excluding Queens in Packages) Package Bees (x 1 kg)	59 409 58 157 2,077 25,700 16,480	414,136 940,169 169,663 932,044 4,417,146 257,000 656,088
Total (11 Months)		7,786,246

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EXPORT SALES NEXT YEAR

In my last newsletter I ventured the opinion that export sales to Europe could be harder to get. Since then we've had the nuclear accident that could possibly affect the export of honeys from Poland, Hungary and Russia etc to West Germany, the Netherlands and Japan.

If this happens we should continue to fill the gap. Production reports from Canada suggest a patchy crop and the Argentinian crop was short and has nearly all gone.

From the UK I hear that they've had one of their worst winters with colony losses being as high as 50% and in some areas up to 75%. Pressure has been put on the Government to allow importation of package bees, especially for pollination. So far the UK Government has refused permission so there should be a good demand from the UK for foreign honeys.

Source: American Bee Journal, August 1986

HEARD AT CONFERENCE

- * "What is my room number again ... "
- * Sugar industry spokesman: "For us short-term planning is lunch-time today and long-term is next week."
- * "Yesterday is like a cancelled cheque, tomorrow is a promissory note, today is what counts."
- * "We use CO₂ and lime to remove the colour from raw sugar." "Can we also use that on North Island honeys?"
- * "Our bee pathologist is paid a lousy salary."
- * "Why are there no women on the executive?" "Because there's a bunch of old women already there."

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KIWIFRUIT POLLINATION/POLLENATION

We had some interesting new information on pollination from Mark Goodwin who is doing a PhD on the subject. I'll summarise his work in my next newsletter.

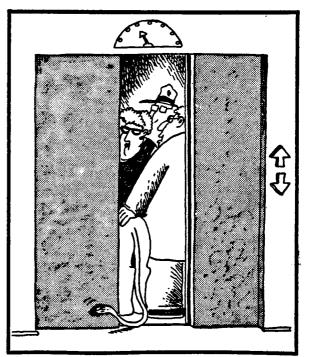
Also coming up will be some thoughts on cool grafting, research information on HMD and <u>Mellitiphis</u> mites, the Nicot queen production kit and dare I say - a crop prediction for next season! So stay tuned.

The spring round is nearly on us. Work hard but be organised. Don't confuse motion with action and don't be like the guy who threw himself into his work - and missed!

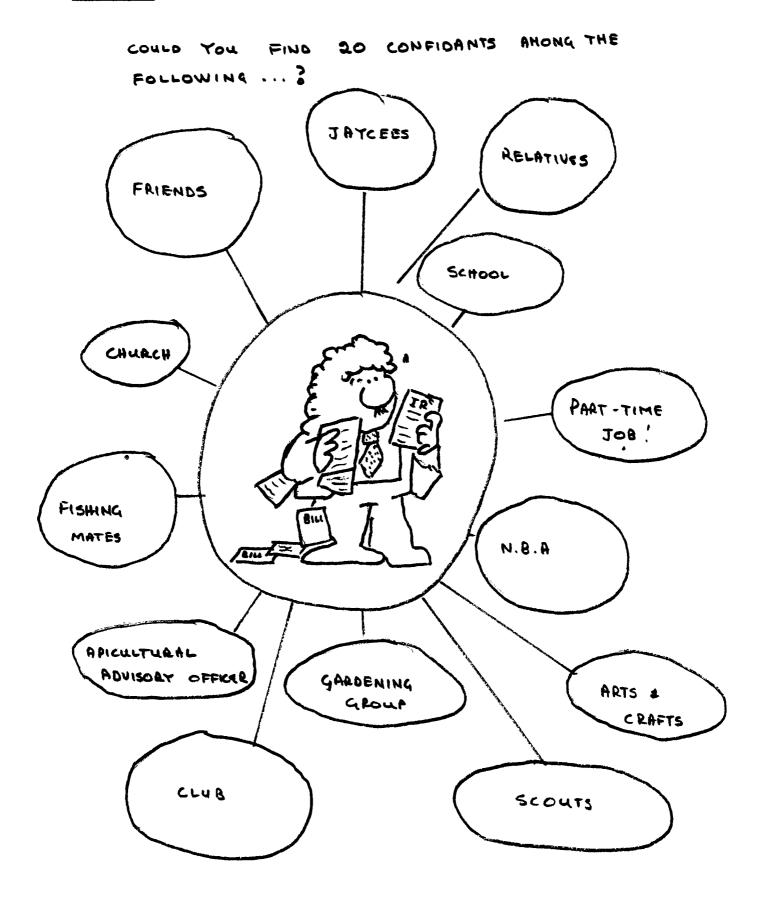
Bye for now

Hurray.

G M Reid Apicultural Advisory Officer



"Don't be alarmed, folks ... He's completely harmless unless something startles him."



SOME EXAMPLES OF A SUPPORT NETWORK.

APPENDIX II

TIPS FOR STRESS MANAGEMENT

- 1. Begin the day 15 minutes earlier. Go easier on yourself at the beginning of the day. Because this is a new habit, it may at first be stressful. Ease into it.
- 2. Prepare for morning the day before. Particularly if (1) gives you stress! Table, food, work clothes, bus ticket.
- Don't wear ill-fitting clothes. They feed stress. (How are your feet right now?)
- 4. Set appointments to suit you. When you are free, likely to be fresh and unstressed. Don't simply take times offered, as most people do, and then mess up life, work, pleasure to be there. Negotiate for a time that suits you. This is so simple, yet so important.
- 5. Don't rely on memory. Make notes, diary it, then relax. A homespun filing system is magical in stress reduction: 30 labelled manilla folders in a cardboard box into which you can throw things in some order ...
- 6. Practise preventive maintenance. Weekly vehicle check, look at tomorrow's events so you don't get taken by surprise. Spares of various things.
- 7. Have duplicates of all keys, tape a spare key under car and truck. Tell users where they are.
- 8. Say <u>No</u> more often. Get some assertiveness training. It lowers stress greatly.
- 9. Shop for clothes and other personal things by yourself.
- 10. Use off-peak shopping and banking 5.00 pm to 7.00 pm. It's quiet, slow and easy.
- 11. Rearrange meal times. Clashes with work demands, people demands, TV demands spoils food and TV. Also it is important to try to eat when hungry, not when you <u>ought</u> to eat.
- 12. Keep emergency gear: first aid, torch, rope, fuse. Have a trial run when you have some free time.
- 13. Walk everywhere you can. While going from A to B, concentrate on the walking, not on getting there. Enjoy the journey.
- 14. Make copies of all important documents. Keep originals separate and safe.
- 15. Anticipate your needs: meter money, batteries, pens, tampons, medication. Never let the tank go below half full.
- 16. Are in stress about all this?! Relax. Just <u>read</u> them. Decide about the ones you like and want later.

- 17. Don't suffer malfunctions. A good broom beats a poor vacuum cleaner.
- 18. Allow extra time. If it takes 30 minutes to get to the airport, get your favourite book and go 60 minutes ahead. Then you'll make it without stress over stop lights, detours, flat tyres.
- 19. Waiting happens - be prepared. Don't stew in a queue. Observe people, think nice beaches or flowers or people. Get out the book.
- 20. Make appointments to suit you. Ask for the first appointment of the day with professionals - before they get behind. Don't be put off from this request by protective office staff.
- 21. Leave ten minutes early for work. Go around the river road instead of bumper to bumper on the main road.
- 22. Diary everything. Go through your diary and block out meal times, family times, recreation times etc. When someone asks for a meeting and it clashes with your plans, simply answer, "I'm sorry, that time is taken". Then offer a time least disruptive and least stressful to you. Even if the time requested is clear for you, pause, consider, is it a time that will increase or minimise stress. Take your time.
- 23. These quidelines may cause you stress if you expect to action them all by midday tomorrow!

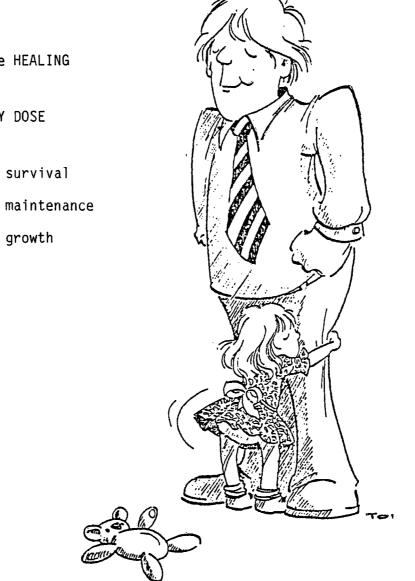
HUGS are HEALING

DAILY DOSE

4 hugs = survival

12 hugs = growth

8 hugs =



George Sweet

APPENDIX III

STRESS QUESTIONNAIRE

Complete the following questionnaire and evaluate your score in the following manner:

Yes 5 Frequently 4 Sometimes 3 Very Rarely 2 -1 Never _ Do you feel that you are working hard and getting nowhere? Do you feel constantly tired? Do you feel that you have too much on your plate? Do you feel isolated from others? Do you experience a feeling of impending doom? Do you feel resentful or unappreciated? Do you feel ill or under the weather? Do you try to do everything perfectly? Do you feel depressed? Do you feel emotionally and physically drained? Do you forget things eg appointments? Do you make mountains out of molehills? Do you feel angry or blaming towards others? Are you frustrated or fed up? Have you lost your sense of humour? Do you run out of time for relaxation? Do you find it difficult to wind down or relax? Are you careless or mechanical about your tasks? Is it difficult for you to give and take affection from your family? Do you suffer from mood swings? If you scored: 85+ Something's got to give. Get some help NOW. 70-85 Get some counselling or advice. 55-70 Make a plan to reduce your stress. Learn some stress reduction techniques. 40-55 Most people function well at this level. 20-40 You are not stressed at the moment. Share your secret with others.