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https://www.100test.com/kao_ti2020/646/2021_2022__E8_BF_9C_E7_A6_BB_E5_8E_8B_E5_c96_646838.htm 在电影《杜拉拉升职记》中，我们看到杜拉拉要面对反复开会讨论方案、彻夜不眠加班赶工、被拉去干体力活等白领们最常遇到的事情。在你每日疲倦之余，是否忽略了自身的健康？不要忘了，只有健康才能让你焕发亮丽光彩！在电影《杜拉拉升职记》中，我们看到杜拉拉要面对反复开会讨论方案、彻夜不眠加班赶工、被拉去干体力活等白领们最常遇到的事情。在你每日疲倦之余，是否忽略了自身的健康？不要忘了，只有健康才能让你焕发亮丽光彩！

1. Finish the tough stuff first. Try to get your most complicated tasks out of the way early in the day so that they ' re not looming over you for hours. Think of it as a "best for last" technique and you ' ll start to look forward to your afternoons. 先完成那些棘手的工作。试着在早上就做完一天中最复杂的任务，那么接下来你就不会时不时地被他们所困扰了。只要一想到“最好的总是在最后”，你就会开始期待下午的工作了。
2. Make exercise a priority. Whether it ' s a quick walk around the block or a full-on gym session during your lunch hour, moving your body is crucial for your sanity. Aim to stretch every hour, too, in an effort to clear your head. 尽可能多运动。午饭时间，无论是在办公室里走动走动还是去健身房做个彻底的健身都可以，活动活动筋骨对你头脑的清醒是至关重要的。最好每隔一小时舒展一下筋骨，这也可以帮你清理思绪。
3. Savor your snack. Rather than mindlessly munching on whatever snacks are handy,

bring your favorite treat from home and take the time to relish every bite. Make it a healthy bite to really rev up your mood and energy. 吃点零食。把你最喜欢的零食从家里带过来，好好享受每一次的品尝。而不是漫无目的地随手抓一点零食吃吃。让它成为一个健康的品尝过程，能真正振奋你的情绪，给你加满能量。

4. Connect with a friend. Socializing is one of the easiest ways to distract yourself from everyday anxieties, so call up a pal to chat for a few minutes. Try to avoid any work-related venting and stick to fun, tension-free topics instead. 和朋友聊天。社交是分散每日工作压力的最佳途径，所以打电话给你的朋友聊几分钟吧。尽量避免谈到和工作有关的事情，只谈那些有趣的、能让你放松的话题。

5. Congregate at the water cooler. It's important to engage with your co-workers on a day-to-day basis. Not only will kitchen small talk free up your mind for a few minutes, but it will also help you build positive relationships around the office. 在饮水机旁交谈。每天与同事交流沟通很重要。一段茶水间里的小对话不仅可以放松你的身心，而且能够促进你和办公室里同事的关系。

6. Take five to do something lighthearted. Were you the type who doodled during class? For five (and only five) quick minutes, draw, catch up on Instagram, or browse Pinterest to improve your attitude and recharge your batteries. 花五分钟做些让你愉快的事。你以前有在课堂上乱涂乱画过吗？花上短短五分钟（只是五分钟），玩玩Instagram，或是浏览Pinterest来给自己加满精神。

7. Just breathe. Focus on nothing but your breath for a few minutes to open up your lungs and calm your mind. It doesn't need to be serious meditation just 10 deep breaths to help you relax. 呼吸。集

中精力呼吸几分钟来扩张你的肺部，使自己的头脑冷静下来。你不需要端端正正地坐在那里冥想，只需要做十次深呼吸就可以帮助你放松了。

8. Create a worry list. If your mind starts spinning with all your anxieties, try listing them out to sort through your thoughts. 把你担心的事情列成一张表。如果你的脑海中一直萦绕着让你焦虑的事情，试着将它们归类列成表。

9. Turn on mood-boosting music. A good playlist can do wonders for your spirit, so slip on some headphones and crank up the tunes. If anger is your issue, go for calmer sounds. Exhausted from all the stress? Choose fast-tempo songs to reenergize. 听振奋人心的音乐。一张合适的播放列表可以激发你的灵感，所以，带上你的耳机调高音量吧。生气时，听平静的音乐。精疲力竭时，听快节奏的歌振奋一下。

10. Make over your work space. Your space can have a major effect on your attitude, so make sure that your desk area is both clean and decorated to suit your taste. 整理你的工作空间。你的工作环境对你的工作态度有很大的影响。因此，保持桌面的整洁，并且把它装饰成符合你品位的样子。

11. Take your eyes off the screen. Save your spirit (and your eyesight) by looking away from the computer every once in a while. 眼睛离开屏幕一会儿。这样做可以帮你养精蓄锐。

12. Get troubles off your chest. If you can ' t stop overanalyzing problems A through Z, do whatever you need to do to refocus and move on. Try venting to a friend, emailing your mom, or if it ' s nothing serious chatting with a co-worker over coffee. 把心里的郁闷扫除。如果你实在忍不住要去想太多的事情，那就先解决那些事再回来继续专心工作。试试跟你的朋友吐槽，给妈妈发封邮件，或

者，如果不是什么很严重的大事的话，你也可以找同事边喝咖啡边聊。 13. Try a quick massage. A quick neck massage will release the tension buildup. 做个快速的按摩。一次快速的颈部按摩可以释放你紧张的情绪。 更多推荐：>你被工作压垮了吗：五招解决工作疲劳 >提高工作创造性：阅读让你的大脑做运动 >职场调查：你对现在的工作满意吗？ >职场揭秘：为什么你面试总是失败 100Test 下载频道开通，各类考试题目直接下载。详细请访问 www.100test.com