

# Quick Tips...

## For assistance:

- Acknowledge the issue and offer to work together to develop solutions
- Consult the OECTA resource *Healthy Tips for Teachers* found on OECTA website
- Contact your local OECTA unit office
- Contact your EAP provider
- See your doctor if stress is impacting your health
- Access your plan (e.g., massage, counselling etc.)

## For prevention:

- Acknowledge an issue and offer to work together to develop solutions
- Avoid relationships that cross professional boundaries
- Be proactive rather than reactive
- Diffuse rather than provoke a situation
- Consider what is worth pursuing and what can be left alone
- Practice a healthy lifestyle – walk, jog, run, bike ride, practice yoga, etc.
- Ensure you take a break – an uninterrupted lunch guarantees this
- Do something you like. Often when we feel stressed we avoid the things we enjoy.

## Access OECTA Resources

For teaching and professional resources, visit [www.oecta.on.ca](http://www.oecta.on.ca). Login to the Members' Centre.

## Can't Login?

Don't get stressed! If you can't remember your login, just call the provincial office and ask for Membership Services.

## Remember:

You cannot always control the actions of others (parents, students or situations) but you can control how you react to them. Build strategies that work for you every day!

Ontario English Catholic Teachers' Association  
65 St. Clair Avenue East  
Toronto, ON M4T 2Y8  
416-925-2493 or 1-800-268-7230

[www.oecta.on.ca](http://www.oecta.on.ca)

# Quick Tips for Managing Stress

*Feeling that life is too hectic and too many things are beyond your control?*

## This brochure includes:

- quick and easy tips
- resource information
- strategies to help you manage stress

ONTARIO ENGLISH  
**Catholic**  
**Teachers**  
ASSOCIATION

# Are components of your career causing you to feel stressed?

## Students/Parents:

Be confident that you are a professional with a wealth of knowledge and experience that you bring to your teaching every day.

Create and maintain positive relationships. Your interactions with parents and students should always be professional, ensuring proper boundaries are maintained.

Referring back to current curriculum documents and board policies ensures sound practice, and continues to empower you when dealing with students and parents.

If a situation is causing you stress:

- Remain calm
- Speak to colleagues about the strategies you intend to use, as they may have encountered this situation in the past
- If you feel harassed, refer the student/parent to your school administrator
- Before going into a meeting with a parent, ensure you have full disclosure about the concerns, and have discussed the matter with the administrator about the context before the meeting
- Ensure you document all of your concerns/interactions
- Remove yourself from a meeting if you feel it is unproductive

## Key OECTA Resources:

- *Positive, Professional Parent Teacher Relationships*
- *Electronic Communications, Appropriate and Professional Use*

## Administration:

Everyone in the school has a job to do and the principal's/vice-principal's role is to oversee the school, its staff and operations. Early in the year, establish a relationship with your principal/vice-principal to share good news as well as any challenges.

If the pace and frequency of new initiatives, or dealing with difficult people is causing you stress in your relationship with administration, consider:

- Maintaining professionalism in all situations (e.g., tone of an email)
- Discussing a situation with one or two trusted colleagues for support and perspective
- Documenting incidents that cause you concern
- Contacting your local OECTA office for advice
- Asking the association representative in your school to attend a meeting with administration to discuss your concerns and find an acceptable solution

## Key OECTA Resource:

- *Relationships: Appropriate and Professional*

## Curriculum:

There is no doubt that education has become a results-oriented enterprise and curriculum is in a constant state of flux.

You may feel stressed trying to cope with all of the changes. Remember to:

- Set reasonable goals for yourself
- Prioritize tasks into two groups; necessary if time permits, and need to do/nice to do.

- Consider establishing a professional learning community with a few colleagues. Together you can explore new documents or initiatives. Sharing the task lightens the load.

Research the myriad of resources and options available for self-paced learning to stay current.

## Key OECTA and other Resources:

- *Quick Tips for Completing the Elementary Progress Report Card*
- *Guide to Report Cards/Progress Reports for Elementary and Secondary: Q & As.*
- *Guide to the Individual Education Plan*
- *AQ courses*
- *Ministry EDUGAINS – www.edugains.ca*
- webinars, blogs, and social media, etc.

## Colleagues:

Remember that schools are a microcosm of society. You cannot be friends with everyone and you should not share your personal business with everyone. Establish a professional relationship with your colleagues. Be aware that, at times, colleagues may unintentionally overstep professional boundaries. If this occurs:

- Step away from the situation
- Listen without interruption
- Talk to someone to gain perspective
- Wait 24 hours before responding to a situation with a colleague
- Maintain professionalism at all times

## Key OECTA Resource:

- *Relationships: Appropriate and Professional*