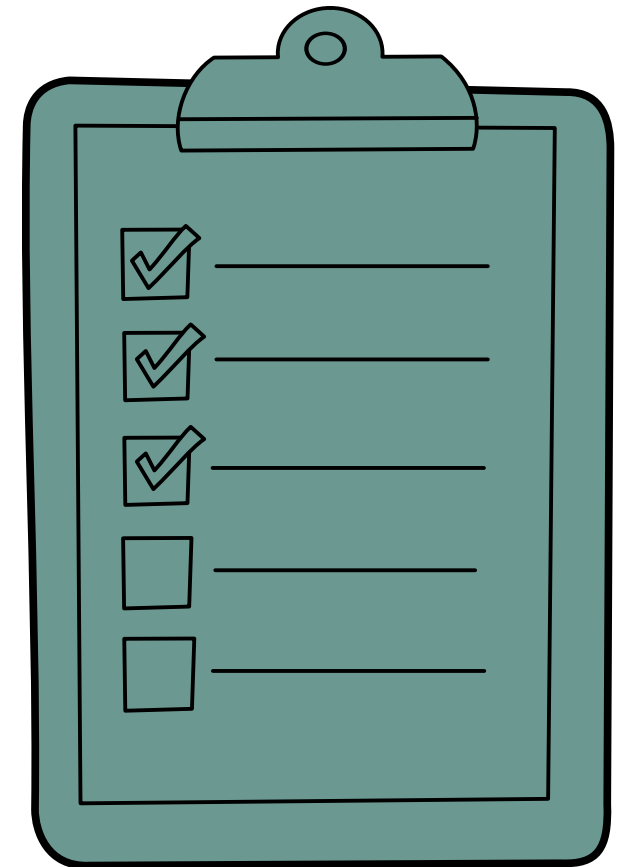


# 10 Powerful Tips to Master Confidence and Reduce Stress at Work



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# 1. The Ultimate Priority Check

When you're overwhelmed with tasks and obligations, pause and ask yourself:

**"MUST I DO THIS NOW?"**

Repeat this question five times, emphasizing a different word each time.

Only if your answer is consistently "yes" five times should you proceed immediately. Otherwise, it can wait or be delegated.



A close-up photograph of a hand holding two small, white rectangular cards. The first card has the letter 'N' and the second card has the letter 'O', together spelling 'NO'. The hand has light-colored nail polish. The background is blurred, showing a person with reddish-brown hair.

## 2. Learn to Set Boundaries

Check in with yourself regularly to understand what feels acceptable and what doesn't. Begin practicing saying "NO" without feeling compelled to justify it—remember, **"NO" is a full sentence.**

# 3. Mind Your Inner Voices

Notice your internal dialogue. Replace critical or negative self-talk with supportive and **compassionate words**. Speak to yourself as you would to a close friend.





# 4. Recognize Your Triggers

Identify specific situations or people that trigger stress or negative feelings. Understanding your triggers allows you to prepare and manage your **responses more effectively.**

# 5. Take Time to Respond

Remember, you don't need to react immediately. Give yourself **permission to pause**, take a breath, and gather your thoughts before responding.



A photograph of a wooden staircase with green metal railings leading up a grassy hillside. At the top of the stairs is a traditional East Asian pavilion with a red-tiled roof. The background is a misty, forested hillside.

# 6. Daily Moments of Calm

Dedicate at least **5 minutes each day to yourself.** Instead of scrolling through your phone, engage in something calming like a breathing exercise (easily found on YouTube).

# 7. Stress Management Through Clarity

When stress peaks, create a clear list of tasks you **MUST** do immediately. Prioritize these tasks and estimate the time required for each. This **helps clear mental clutter** and reduces anxiety.



# 8. Energy Audit

Regularly evaluate how you spend your time. Identify **which activities energize you** and which drain you. Aim to adjust your schedule to increase energizing activities and minimize draining ones.



# 9. Celebrate Small Wins

Regularly acknowledge even small accomplishments. Recognizing these moments boosts confidence and **creates positive momentum.**

A green paper cutout with a torn edge, revealing a white background with the text 'win-win'. The cutout is shaped like a stylized, irregular blob. The text 'win-win' is written in a black, monospace-style font, with the second 'win' in red.

win-win



# 10. Cultivate Supportive Relationships

Invest time in relationships with **people who value and support you**. Positive interactions strengthen emotional resilience and reduce stress.

# Want to be an Even Stronger and more **Confident** version of yourself?

**Dive deeper with my book: "Mind Your Confidence,  
Mind Your Business The 7-Step Gateway to Happiness  
and Success"**

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