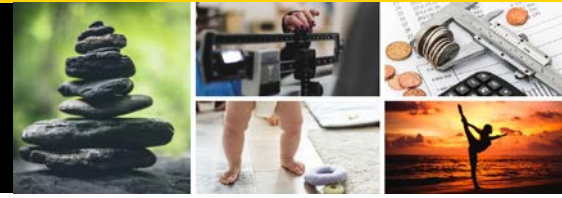


Balance



Tips for Managing Stress

- Define your goals
- Make time to relax
- Establish a support system
 - Express your feelings
 - Don't over commit
- Focus on problem-solving
 - Set limits; say, "No"
- Realize you're not perfect
 - Smile or laugh often
- Practice relaxation and stress reduction techniques
 - Get enough sleep
 - Take notice of your body

If you feel your stress is too much to manage on your own, consider speaking with a professional. Caterpillar's Employee Assistance Program (EAP) is a free, voluntary and completely confidential service provided to employees and their eligible family members to help meet many challenges at home and work. The EAP is available 24/7 by phone at **866-228-0565** and online at CaterpillarEAP.com.