

MANAGING STRESS IN THE WORKPLACE

1

Identify Stressors

- Reflect on what causes your stress (e.g., tight deadlines, workload, conflicts).
- Keep a stress journal to track patterns and triggers, then develop strategies to address them.

2

Practise Time Management

- Prioritise tasks and focus on one thing at a time.
- Break large tasks into smaller steps to avoid feeling overwhelmed.

3

Set Boundaries

- Learn to say "no" to tasks that exceed your capacity or fall outside your responsibilities.
- Avoid overworking by setting clear work hours and sticking to them.

4

Take Regular Breaks

- Step away from your desk for short breaks throughout the day.
 - **Example:** A 5-minute walk, stretching, or practising mindfulness.

5

Develop Healthy Coping Mechanisms

- Practise deep breathing exercises to calm your nervous system.
 - **Example:** Inhale for 4 seconds, hold for 7 seconds, and exhale for 8 seconds.
- Explore relaxation techniques like progressive muscle relaxation, meditation, or yoga.

6

Communicate Effectively

- Discuss workload concerns with your manager and suggest solutions.
 - **Example:** "I'm finding it difficult to manage X and Y simultaneously. Could we prioritise or delegate one of them?"
- Address conflicts directly and constructively to reduce interpersonal stress.

7

Build a Support Network

- Connect with co-workers to foster positive relationships and a supportive environment.
- Share challenges and seek advice or assistance when needed.

8

Stay Organised

- Maintain a clean and clutter-free workspace.
- Use digital tools or planners to keep track of tasks and deadlines, reducing the feeling of being overwhelmed.

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Practise Mindfulness

- Stay present and focused on the task at hand.
- Use mindfulness apps like Microbreak for guided meditations during breaks.

10

Focus on What You Can Control

- Accept that some aspects of your job are beyond your control.
- Concentrate on doing your best in areas where you have influence.

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Seek External Support

- If stress becomes unmanageable, consult a Doctor or Therapist.
- Many workplaces offer Employee Assistance Programs (EAPs) with mental health support.

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Foster a Positive Mindset

- Celebrate small achievements and recognise your contributions.
- Practise gratitude by reflecting on things you appreciate at work or in life.

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Utilise Workplace Resources

- Take advantage of stress management workshops, wellness programs, or flexible work arrangements.
- Use ergonomic equipment to reduce physical discomfort that can contribute to stress.

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Plan for Stressful Periods

- Anticipate busy times and prepare in advance by scheduling lighter workloads before or after.
- Build buffer time into your schedule to accommodate unexpected demands.

