



EMPLOYEE SERIES

Tips for managing workplace stress.

-  **Recognise.** The first step to overcoming stress is to be aware of your unique warning signs – physical changes, things we do, or changes to the way we think or feel. Pay attention to body cues. Be aware of changes in your moods.
-  **Prioritise.** Explore the different aspects of your life including family, friends, leisure activities and work. Based on your values create a work and life balance to reduce stress.
-  **Clarify.** What is 'do-able'. Taking the time to do this, can help you see the bigger picture.
-  **Boundaries.** Identify personal boundaries and learn how to communicate these effectively when people make requests. Don't not check work emails while on holidays, turn your work phone off at specified times, and checking your personal emails only when you have time to respond.
-  **SMART goals** (specific, measurable, attainable, realistic and timely) give us a sense of direction and being in control. Once you have the goal clear, break it down into the steps you need to take.
-  **Identify strengths.** Reflect on previous times in your life you may have experienced significant stress but used your strengths to manage it.
-  **Self-care.** Regular exercise and healthy food choices reduce stress levels, increase energy levels and lift our mood. Make sure you get enough sleep, add "pleasurable activities" and "relaxation" to your priorities list.
-  **Be mindful.** When you're caught up in stressful thoughts, you miss out on your life in the here and now. To stay in the present moment is to focus your attention on the task at hand; use what you can see, hear, taste, smell and touch right now. Notice how much more you enjoy your life when you are focused on the present.
-  **Manage your thinking.** Think about how 'big' is this thing that I am worried about? Is it truly a catastrophe (e.g. life threatening), annoying, or somewhere in the middle? If you are ruminating over the same thoughts try switching your focus.
-  **Share.** Talk to someone who is a good listener, whom you connect with. This can be a friend, colleague or family member, but it might also be a counsellor.

Access Wellbeing Services customer service team is available 24/7. So if you would like to book an appointment and/or speak with one of our counsellors, it's as easy as calling 1300 66 77 00 or visit our website www.accesswellbeingsservices.com.au