



## EMPLOYEE SERIES

### Tips for managing workplace stress

-  **Recognise.** The first step to overcoming stress is to be aware of the warning signs. Stress can cause physical symptoms and changes, impact emotionally and change our behavior. Pay attention to body cues. Be aware of changes in your moods, and behaviours.
-  **Prioritise.** Explore the different aspects of your life including family, friends, leisure activities and work. Revisit your values, and create a work-life balance to reduce stress.
-  **Clarify.** What is 'doable'? 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 check work emails while on holidays, turn your work phone off at specified times, and check 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 in your mind, 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. What went well, what really helped?
-  **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' this thing that I am worried about is? Is it truly a catastrophe (e.g. life threatening), mildly irritating, 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. This can be a friend, colleague or family member, but it might also be a counsellor.

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 New Zealand 0800 327 669 or visit our website [www.accesswellbeingservices.com.au](http://www.accesswellbeingservices.com.au)