



## EMPLOYEE SERIES

### Tips to better manage your hot-desking stress

-  **Bring Headphones.** Open offices can have many distractions. Bringing headphones and listening to calming tunes can help you block out noise and focus. Even if you do not listen to music, white noise offers an alternative to musical distractions and can drown out ambient sounds. However, you have to balance this with not appearing standoffish. You may have to tolerate some noise to be perceived as a team player. The perfect time to use them would be when you need to concentrate or relax.
-  **Stake a Claim.** Do not be afraid to choose a spot and make it your own. Letting your colleagues know that you feel most comfortable in a location can prevent anxiety.
-  **Take Short Breaks.** A major cause of stress in an open office is the lack of privacy. Taking scheduled breaks to be alone or check messages could help you de-stress and benefit your productivity. Go for a short walk, or seek out a private corner where you can get five minutes to yourself.
-  **Positive professional relationships.** Forging positive professional relationships your colleagues can reduce office stress. It may be helpful to discuss with others undergoing similar changes and learn how they are dealing with them.
-  **Add a Personal Touch.** The lack of identity in an open office is unsettling for many people - keep a few items in your locker.
-  **Know your passwords**
-  **Carry your favourite stationary with you**
-  **Welcome the opportunity to work alongside different people** – you never know what new tips you will pick up
-  **Keep it clean** - sanitise the phone, mouse and keyboard before you start and after you leave



**Is It Time to Bounce? Evaluate If the Environment Is Right for You.** Maybe the "hot-desking" environment is not a fit for you. If the office space is causing too much stress, reconsidering your job setting may be necessary. If you are feeling stressed or dread going to your office, it may not be you. You might be incompatible with your employer, and thus, you may need a job change. If changing jobs anytime soon is off the table or too stressful in and of itself, consider being proactive in your workplace. Do not suffer at your job waiting for change. Other colleagues may be experiencing the same stress.

### **Final Thoughts**

The "hot-desking" trend takes its toll on people in different ways. Certain employees may be bothered more by the constant migrating than the noise levels and vice-versa. Ultimately, you should not dread going into work or feel forced to stay home to be productive. Learning what tips work for you and applying them on a daily basis can vastly improve the quality of your workday.

Reference: <https://witi.com/articles/745/Corporate-Nomads-and-Hot-Desking-6-Tips-to-Limit-Stress/>

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)