

Managing Workplace Stress

Feeling overwhelmed at work? Stress is a natural response, but managing it effectively can make a big difference to your well-being and performance. Here are some practical ways to reduce stress and regain balance.



Recognise the signs: Stress can affect your body, emotions, and behaviour. Pay attention to physical cues like headaches or fatigue, mood changes, and shifts in behaviour. The first step in managing stress is recognising when it's building up.

Prioritise what matters: Take stock of all areas of your life—work, family, friends, and downtime. Align your daily activities with your values and create a realistic work-life balance.

Set clear boundaries: Learn to communicate your limits effectively. Turn off work emails on holidays, set specific times for checking messages, and protect your personal time.

Focus on what's doable: When things feel overwhelming, step back and ask: What is achievable? Breaking tasks into manageable steps helps you stay in control and see the bigger picture.

Use your strengths: Think back to times when you've managed stress well. What strategies worked? Identifying your strengths can help you navigate challenges more effectively.

Practise self-care: Regular exercise, healthy eating, and quality sleep are key to reducing stress. Make time for activities you enjoy and schedule moments for relaxation.

Stay present: When stress takes over, it's easy to get caught up in worry. Focus on the present moment—what you can see, hear, taste, and feel right now—to regain clarity and calm.

Manage your thoughts: Ask yourself: How big is this problem? Is it truly serious or just frustrating? If you're stuck in repetitive thoughts, shift your focus to something productive.

Reach out for support: Talking helps. Whether it's a friend, colleague, or professional, sharing your concerns with someone who listens can provide perspective and relief.

To book an appointment with one of our counsellors, call or scan the QR Code



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