

# How to cope with stress at work

You don't need to cope with stress at work alone. Here are some general ideas you can try to help you manage

# Understanding more about stress



## Mental signs

- Irritable, angry, impatient or wound up
- Over-burdened or overwhelmed
- Anxious, nervous or afraid
- Like your thoughts are racing and you can't switch off
- Unable to enjoy yourself
- Depressed
- Uninterested in life
- Like you've lost your sense of humour
- Worried or tense
- Neglected or lonely

## Physical signs

- Sleep problems
- Fatigue
- Muscle aches and headaches
- Chest pains and high blood pressure
- Indigestion or heartburn
- Constipation or diarrhoea
- Feeling sick, dizzy or fainting
- Sudden weight gain or weight loss
- Developing rashes or itchy skin
- Sweating

When the signs and symptoms of stress are triggered as a result of work pressures, it can be due to a number of reasons such as:

- Long hours
- Excessive workloads
- Tight deadlines
- Organisational change
- Lack of support at work
- Harassment or bullying

# Causes of stress at work





# Ways to manage stress at work



## Stay organized

Create schedules for yourself and work on your time management skills. Divide large tasks into smaller, more manageable sections. This will help you feel in control and keep stress at bay.

## Raise your concerns with HR or your manager

If you feel that certain factors are contributing to high levels of stress, make your voice heard. Your manager or HR personnel can help make changes at work to prevent stressful situations.

## Create a work-life balance

It's crucial to look after your own personal needs and set aside 'me-time' regularly to prevent burnout. Spend time with your loved ones outside work and prioritize time for rest.



## Maintain close workplace relationships

The more you interact positively with your peers at work, the more you'll feel included. This kind of social support helps employees feel respected and valued in the workplace.



## Practice mindfulness

Mindful breathing has several health benefits, including reducing stress. Take at least five minutes every workday to focus on your breathing.



## Have a healthy, balanced diet

Nutrition and mental health are closely linked. Include plenty of fresh fruits, vegetables and water in your diet. Eat regularly and bring a healthy meal to work most days. This can help reduce the temptation to eat unhealthy snack foods.