

STRESS . . .

It isn't an illness but it can make you ill, so knowing how to manage it is a must. If you're feeling stressed at work, the first step is figuring out why.



FEELING OVERWORKED?

Ask for help

Don't struggle in silence. Discuss your workload with your manager and see about setting realistic targets and expectations.

Know your job requirements

If things are unclear or keep changing, ask for clarification. Make sure everyone is on the same page about what's expected of you.



Manage your time

Don't try to tackle everything at once. Make a list of everything you have to do and prioritise. Multitasking isn't your friend!



Be realistic

If you're extremely busy and being asked to do more, you can say no. Be honest about your workload so you don't take on too much.

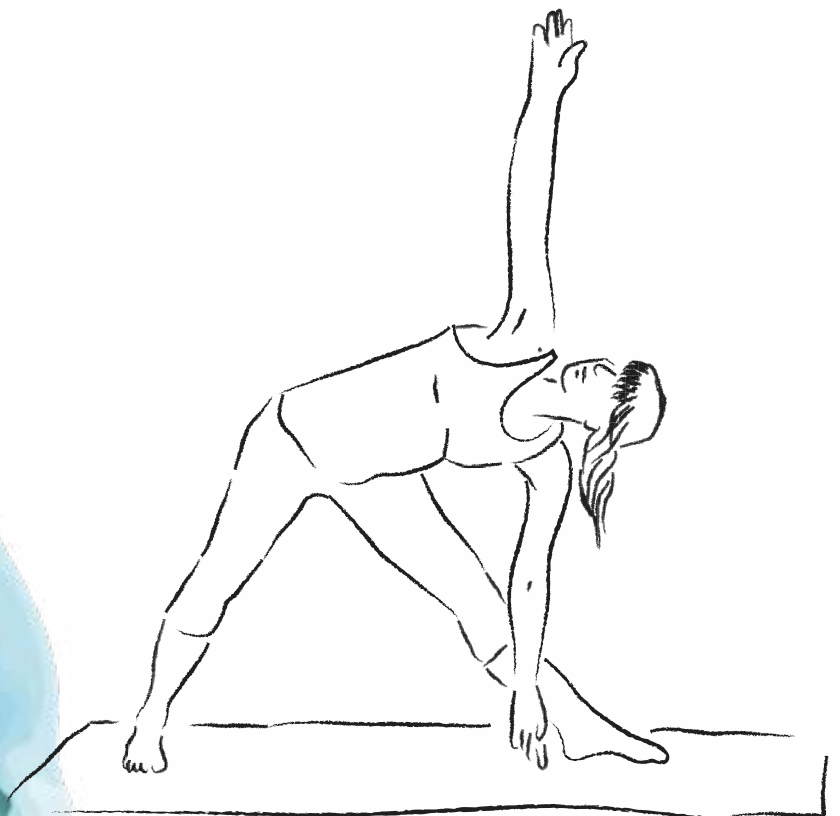
FEELING OVERWHELMED?

Put everything into perspective

Ask yourself, is what you feel stressed about going to matter a week from now? A year from now? Try to accept that there are things you can't control, and that's okay.

Give yourself a break

Try to take the holiday you're entitled to. Taking time off, whether that's from work or other commitments, can help you come back refreshed.



Take time out

Make sure you're taking breaks throughout the day. Try to take a short walk outside if you can, or even just find a quiet space to take a few deep breaths before you carry on.



Leave work at work

Try writing yourself a to-do list for the next day, or tidy up your workspace before you go home.

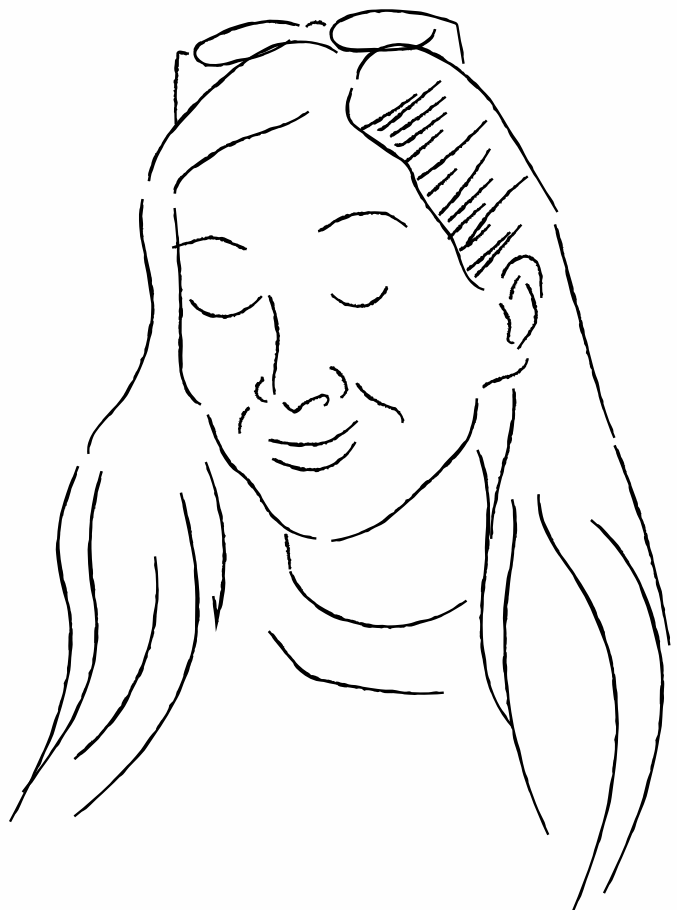
FEELING UNFULFILLED?

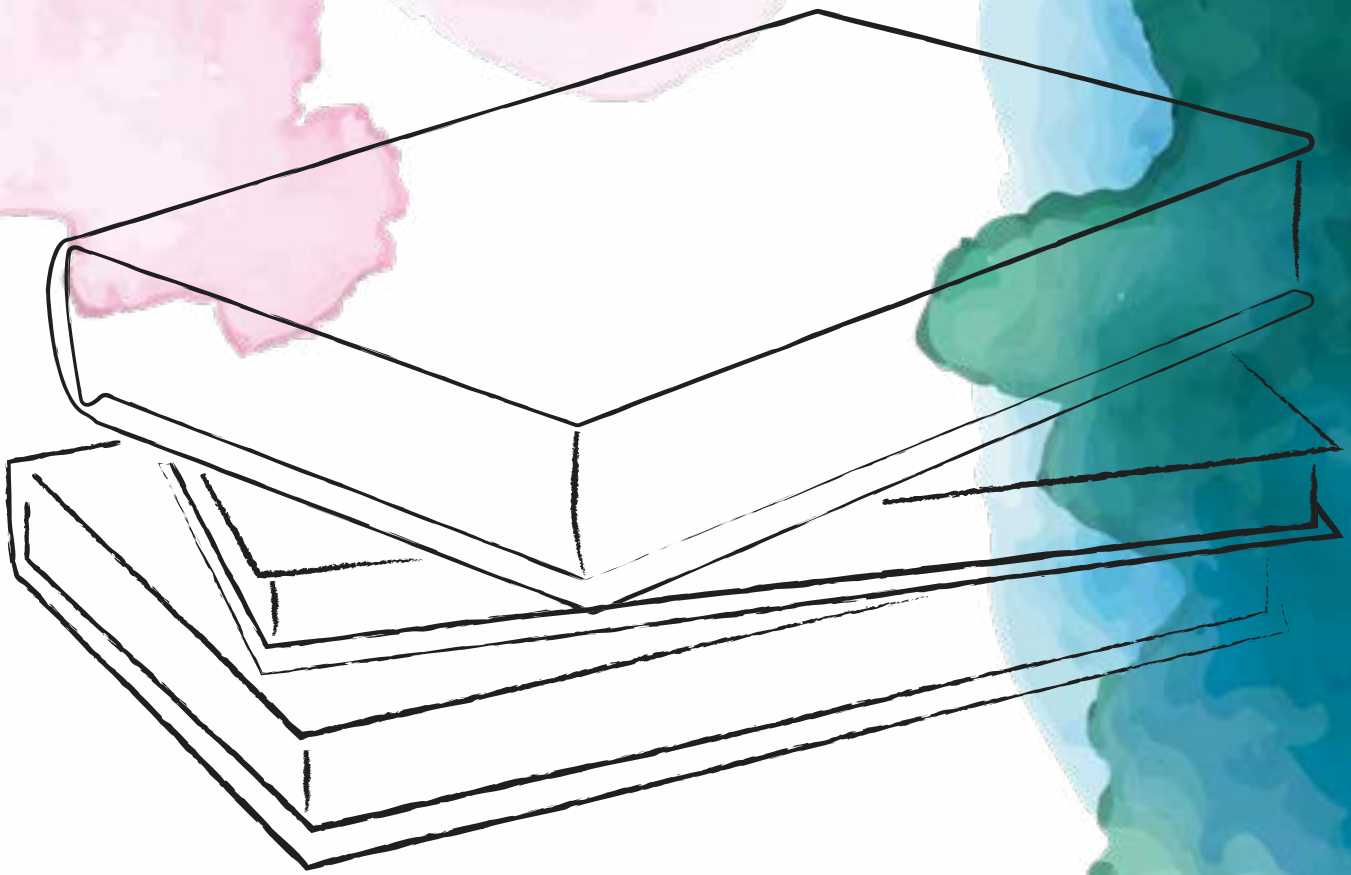
Change your mindset

Be proactive in looking for meaning in your work. Focus on the aspects of your job that you enjoy, or the things you do best.

Celebrate the little things

Don't forget to reward yourself for the things you have done, rather than only worrying about what you still have to do.





Find satisfaction outside of your job

Your job is not your whole life. Find things outside of work that bring you happiness and meaning.

Stress is only natural. Suffering because of it doesn't have to be.

If you do find yourself struggling and need some support, your GP can help.

RESOURCES

How to deal with stress

www.nhs.uk/stress

Tips for managing stress at work

www.mind.org.uk/stress

