



TIPS TO HELP MANAGE STRESS

1. when you feel under pressure

- Take regular breaks (go for a walk, do some stretches)
- Switch to a less stressful task
- Share your workload, if you can
- Realise that asking for help doesn't mean you can't handle the job – it means you want to do the job well and on time

2. know the limits of your time and energy

- Set priorities
- Learn to say no
- If you always feel like you're just about at breaking point, you are less likely to achieve

3. discuss your workload with your manager

- Tell them how much of the workload you can reasonably handle
- Suggest other ways to get the work done
- Work out an arrangement that everyone can live with

4. focus on the positive aspects of your situation

- The people, the physical environment, the atmosphere, the actual tasks you're doing
- The opportunities for self-improvement and growth

5. be in charge of your thinking

- Try not to lay a guilt trip on yourself – be your own best mate
- Answer each negative thought with a positive response:

Helpful

"I would" or "I could do..."
"I've succeeded at many things"
"I've done my best"

Unhelpful

"I should"
"I'm a failure"
"I'll never be any good"

6. look after yourself

- Get regular sleep
- Eat good food
- Physical exercise helps relieve stress
- Do something you enjoy to relax – have fun!
- Believe in yourself, you can do it!
- See yourself handling the situation well

7. seek out positive people who'll give you emotional support

- Talk to trusted co-workers, family members and friends

8. check in on your workmates – we need to look out for each other

- Don't be afraid to ask, "Are you okay?"