

## 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

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- 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 frightened to ask, "Are you okay?"

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