

## Tips to Help You 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're 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
- Instead of the words “say
- Answer each negative thought with a positive response:



Helpful	Unhelpful
“I would” or “I could do...”,	“I should”
“I’ve succeeded at many things”	“I’m a failure”
“I’ve done my best”	“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.



**If you need to talk to EAP – call us on 0800 735 343**

**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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