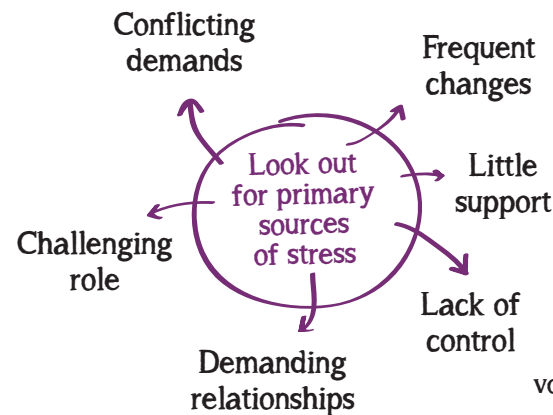


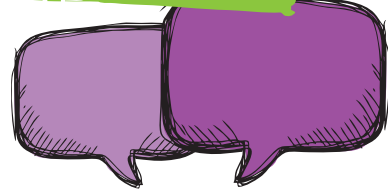
Managing Work-Related Stress

Pressure is part of life; it keeps us motivated and gives us a sense of satisfaction when we succeed. However, too much pressure can lead to stress.

Review your lifestyle and look for any of these tell-tale signs of stress:



It's good to talk!



If you are struggling with your workload, voice this to your manager. Also simply sharing your worries or feelings with someone you feel comfortable with will help relieve some of your stress.



Plan and prepare

Start on major projects as soon as possible and set deadlines for yourself so you stay on track.

Exercise



Exercise will help to restore your body and mind to a calmer, more relaxed state!



Avoid caffeine, alcohol and nicotine

They are stimulants and will increase your level of stress. Drink plenty of water, herbal teas or diluted natural fruit juices to keep yourself hydrated throughout the day!



Take breaks!

Make time for breaks throughout the day to help clear your mind and to stop you feeling overwhelmed. Get outdoors if you can!



Keep your desk tidy!

A disorganised desk can make you feel stressed from the moment you step in the office, especially if it means you have to rummage through papers and piles to find something!

Stay away from or reduce your intake of refined sugars

These are found in many manufactured foods and can cause sugar-highs followed by 'energy crashes' which can lead to feeling tired and irritable.

Time Management

Prioritise and diarise your tasks – making notes on what needs to be done and by when. Break down an overwhelming list into smaller, manageable tasks over a specific time frame.

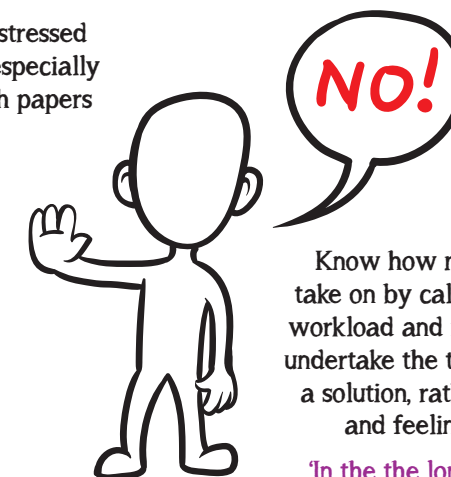


Sleep

Make sure you get enough sleep. Stop doing mentally-demanding work and avoid using laptops, mobile phones and other devices before bed as this can disrupt your sleep.

Plan for unexpected or emergency tasks

Do not plan your day down to every precise minute; you need to factor in time for unexpected tasks, over-running tasks or emergency meetings.



Learn to say 'No!'

Know how much work you can take on by calculating your current workload and if you are too busy to undertake the task, offer to help find a solution, rather than taking it on and feeling more stressed.

'In the long term your ability to know when to say 'no' will be a very valuable attribute.'