"Stress acts as an accelerator: it will push you either forward or backward, but you choose which direction."

- Chelsea Erieau

In this month's newsletter:
National Stress Awareness Day 2022

FACT of the month

Exercise won't make your stress disappear, but it can reduce some of the emotional intensity that you're feeling

TIP of the month

Changing a difficult situation isn't always possible. Try to concentrate on the things you do have control over

NATIONAL STRESS AWARENESS DAY 2022

Millions around the UK experience stress and it can be damaging to our health and wellbeing. At some point in the last year, according to the Mental Health Foundation, 74% of us have felt so stressed that we have felt unable to cope.

Work-related stress is the most common form of stress in the UK, and of those who experience work-related stress, 51% feel that stress disrupts concentration and over a third feel disengaged and less productive at work when stressed.

So how can you manage and reduce stress in the workplace?

People experience stress in different ways with work-related office politics being the number one cause of stress, affecting 37% of people. This is closely followed by lack of interdepartmental communications (34%), the work performance of others (33%) and the work performance of ourselves (31%).

Re-evaluate negative thoughts

If you've experienced worry and stress for an extended period of time, your mind may tend to jump to conclusions and read into every situation with a negative lens. Instead of making automatic judgements, try re-evaluating your negative thoughts as this will help with worry around your own performance and reduce stress

Stay out of office politics

Workplace conflict can take a major toll on your emotional wellbeing. Try to avoid participating in gossiping situations and if you know that one of your colleagues is especially prone to gossip, find a way to spend less time with them or steer the conversation to safer topics

Work on your time management skills

Sometimes, felling overwhelmed by work can be down to how organised you are. Try creating a priority list at the beginning of your work week by preparing tasks and ranking them according to importance. You can also beat procrastination by setting aside specific time blocks for deep concentration work

Take care of yourself

Setting aside time for self-care is a must. Even in the workplace and especially if you regularly find yourself feeling overwhelmed by work. No matter how busy you are, take 5 minutes to get some fresh air and a few steps and ensure you're eating and staying hydrated throughout the day. More often than not, you will see your performance and ability to handle heavy workloads improve by following these basic steps

Learn to speak out

You can prevent creating additional stress and exhaustion by knowing how much work you can take on. By taking on too much, you could end up doing nothing well. Assess how long you'll need to deal with your current workloads so that you can see if you have any extra capacity. If you are extremely busy and you are asked to do more, you should work with your boss or line manager to prioritise your tasks. Alternatively, you can say no but make sure you outline your reasons in a specific, measurable way and always offer a solution

Approach your manager

Getting support from your boss can significantly alleviate feelings of burnout. Set up a quiet time to talk with them and calmly discuss feeling overwhelmed by workloads, office drama or specific tasks. Approach the conversation from a place of problem solving, rather than just listing out complaints.

If you don't have a good relationship with your boss, consider reaching out to someone in your HR department instead

Balance your work and personal life

Being available around the clock will easily burn you out. It's important to create clear boundaries between your work and home life to help you avoid potential stress