



# Combating Stress and Anxiety at work

## KEEP TRACK

Keep a diary for a week or two to track which situations make you feel most stressed and how you respond to them. Record your thoughts and feelings and what you did as a result.

*just a thought*  
**TAKE A  
BREAK**

## TAKE BREAKS

Plan your day and leave time to take short breaks to get away from your desk and go for a quick walk. Stepping away will give you time to recharge and increase your productivity.

## TAKE A DEEP BREATH

Take time during the day to focus on slowly and deeply inhaling and exhaling. This can help relax your body and release tension and worry.



## COGNITIVE BEHAVIOURAL THERAPY

Practicing CBT either at home or under the guidance of a therapist can help equip you with the tools to manage the condition.

## ENGAGE WITH THE ENVIRONMENT

Shifting your focus to your immediate environment can help you gain some perspective when you are feeling particularly anxious. Shifting your field of vision is a good way to remind yourself that you're in control and that there is a whole world beyond what is going on in your head.

## FACE YOUR FEARS

Avoiding fears can make them scarier. If one day you feel panicked by a task or situation, try to do it again the next day. Feel the fear and wait for it to pass.

## START MAKING PLANS

If your stress or anxiety stems from a new project or promotion. Set some time aside to think of practical ways to deal with it. Get creative and brainstorm ideas.



## LEARN TO SAY NO

Don't take too much on. Becoming extremely busy and overloaded will have a negative impact on your stress and anxiety. Discuss your situation with your manager, they could allow you to minimise your workload.

## POSITIVE SELF TALK

We are naturally harder on ourselves than we would be on others. Try to talk positively to yourself rather than putting yourself down. Telling yourself phrases such as 'this feeling will pass' and 'I will be ok' could help reassure you and reduce stress or worry.

**no**  
negative  
thoughts  
allowed