



TIPS ON HOW TO DE-STRESS AT WORK

Here are our top 10 ways to help relieve stress at work. Print this list and keep it handy. When you start feeling the crunch, remember there are lots of ways to make things a little more manageable and keep your stress in check.

1 

PUT ON SOME MUSIC

Pop your headphones on and play something soothing to help reduce anxiety.

2 


TAKE A FEW DEEP BREATHS THROUGH YOUR NOSE

The extra oxygen helps reduce tension and relieve built-up stress.

3 


FIND SUPPORT FROM YOUR CO-WORKERS

If you are feeling overwhelmed, stressed or need help, chat with co-workers or talk to your manager to find productive solutions.

4 


MEDITATE AT YOUR DESK

It's amazing how a few minutes of quiet time and mindfulness can help you get through a stressful day (try our mindful meditation series!).

5 


STEP AWAY FROM THE SCREEN

Sometimes all you need is a quick change of scenery and that little shift can put things into perspective.

6 

KEEP A TO-DO LIST

Prioritize what needs to get done and cross things off your list as you accomplish them. Seeing progress will keep you motivated.

7 


LAUGH

Watch a quick video, message a friend, or talk to a co-worker. Sometimes a smile and a little laughter can reset your mood and give you the focus you need to get things done.

8 


DO A WORKSPACE MAKEOVER

This can be anything from a spring clean to adding a picture frame and some drawer organizers. A clean and calming space will help you focus on what you need to.

9 

GO FOR A WALK

Heading outside for some fresh air will clear your head and boost endorphins (brain chemicals that reduce your stress).

10 

NOTICE THE POSITIVE

Keep track of good things that happen – like a successful project or a few kind words. Those little things can boost your mood and help keep any negativity in check.