Managing Workplace Stress

What stresses you at work?

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Signs and Symptoms of Excessive Workplace Stress

<table>
<thead>
<tr>
<th>Signs</th>
<th>Symptoms</th>
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<tbody>
<tr>
<td>• Decreased productivity</td>
<td>• Headaches</td>
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<tr>
<td>• Negative attitude</td>
<td>• Trouble sleeping</td>
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<tr>
<td>• Lack of participation in meetings</td>
<td>• Difficulty concentrating</td>
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<tr>
<td>• Changes in appearance</td>
<td>• Irritability</td>
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<td>• Low morale</td>
<td>• Stomach problems</td>
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<td>• Increased absenteeism</td>
<td>• Feeling anxious</td>
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<td>•Arriving to work late</td>
<td>• Fatigue</td>
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<tr>
<td>• Requesting to leave early</td>
<td>• Feeling depressed</td>
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<td>• Taking long breaks</td>
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Plan Your Day – LEAP

List your goals
__________________________________________________________________________________________________________________
__________________________________________________________________________________________________________________

Eliminate distractions
__________________________________________________________________________________________________________________
__________________________________________________________________________________________________________________

Anticipate the end result
__________________________________________________________________________________________________________________
__________________________________________________________________________________________________________________

Prioritize systematically
__________________________________________________________________________________________________________________
__________________________________________________________________________________________________________________

Small Group Activity

List what you can do to manage your workplace stressor using LEAP.

List your goals
__________________________________________________________________________________________________________________
__________________________________________________________________________________________________________________

Eliminate distractions
__________________________________________________________________________________________________________________
__________________________________________________________________________________________________________________

Anticipate the end result
__________________________________________________________________________________________________________________
Prioritize systematically


Breaking Negative Habits

- Avoid perfectionism
- Stay organized
- Change your negative thinking
- Focus on what you can control


Quick Tips to Manage Workplace Stress

- Take time away
- Talk it over with someone
- Connect with others at work
- Look for humor in the situation
- Eat a healthy diet
- Get up and move
- Get enough sleep
Develop Your Plan of Action

1. What one new strategy will you use to manage your workplace stress?

____________________________________________________________________________________

2. On a scale of 1-10, with 10 being the highest, how confident are you that you will use this strategy?

____________________________________________________________________________________

If your confidence is less than 7, what can you do to increase your confidence?

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________
- **Urgent** – Examples: crisis, pressing problems, deadline driven projects, meetings, some types of preparation work
- **Not urgent but important** – Examples: preparation, prevention, values clarification, relationship building, empowerment
- **Urgent not important** – Examples: interruptions, some phone calls, some mail, some reports, some meetings, popular activities
- **Not urgent not important** – Examples: trivial, busy work, some phone calls, time wasters, escape activities, irrelevant mail