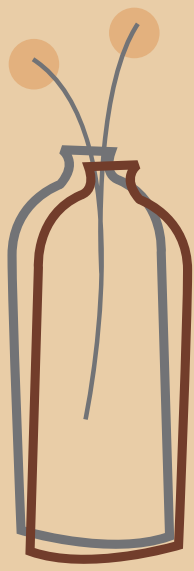


WORKPLACE STRESS

A SELF-HELP GUIDE



Self Help for workplace stress

- Do you find it a struggle to cope with the demands of your workplace?
 - Do you feel like there is too much being demanded of you?
 - Do you feel overwhelmed and unable to manage everything required at your workplace?
-

If the answer to any of these questions is 'yes', you may be experiencing symptoms of workplace stress

THIS WORKBOOK AIMS TO HELP YOU TO:

- Recognise whether you may be experiencing symptoms of workplace stress.
- Understand what workplace stress is, what causes it and what keeps it going.
- Find ways to understand, manage or overcome your workplace stress.



1. Do I have symptoms of workplace Stress?

If you experience symptoms of workplace Stress it is likely that you will recognise many of the feelings, physical symptoms, emotions and behaviour patterns described below.

Please tick the boxes which regularly apply to you.



Feelings

- | | |
|------------------------|--------------------------|
| Tense | ☐ |
| Irritable | ☐ |
| Overwhelmed / Helpless | ☐ |
| Anxious | ☐ |



Physical symptoms

- | | |
|---------------------------|--------------------------|
| Headache | ☐ |
| Tired / Exhausted | ☐ |
| Muscle tension | ☐ |
| Gastrointestinal problems | ☐ |
| Poor concentration | ☐ |
| Disturbed sleep | ☐ |



Emotional patterns

- | | |
|-----------------|--------------------------|
| Anxiety of work | ☐ |
| Irritability | ☐ |
| Mood swings | ☐ |



Behavioural patterns

- | | |
|--------------------------|--------------------------|
| Absenteeism | ☐ |
| Decreased performance | ☐ |
| Changes in eating habits | ☐ |
| Being easily distracted | ☐ |
| Social withdrawal | ☐ |
-

If you have ticked a number of these boxes you may be experiencing symptoms of workplace stress.

However don't be alarmed, this is very common and there are things you can do to improve your situation. You will find some useful strategies in this workbook.

2. What is workplace Stress?

Workplace stress is the emotional or physical tension you feel when demands at work exceed your ability to cope. It can come from deadlines, conflicts with coworkers, heavy workloads, or feeling undervalued.

Signs of Workplace Stress:

- Feeling overwhelmed or anxious
- Fatigue or trouble sleeping
- Irritability or mood swings
- Decreased motivation or productivity
- Physical symptoms like headaches or muscle tension

A little bit of stress can help you stay focused, energetic, and able to meet new challenges in the workplace. It's what keeps you on your toes during a presentation or alert to prevent accidents or costly mistakes. But in today's hectic world, the workplace too often seems like an emotional roller coaster.

Long hours, tight deadlines, and ever-increasing demands can leave you feeling worried, drained, and overwhelmed. And when stress exceeds your ability to cope, it stops being helpful and starts causing damage to your mind and body—as well as to your job satisfaction.

3. What causes workplace stress?

Workplace stress usually doesn't come from one thing — it's often a combination of different pressures building up over time.

1. **Excessive Workload**

- Too many tasks and not enough time
- Constant overtime or unrealistic deadlines
- Feeling like you can never catch up

2. **Lack of Control**

- Little or no say in how you do your work
- Being micromanaged or not trusted to make decisions
- Frequent changes in tasks without warning

3. **Poor Management or Leadership**

- Unclear instructions
- Lack of support or feedback
- Being treated unfairly or feeling undervalued

4. **Unclear Job Expectations**

- Not knowing what your exact responsibilities are
- Confusing or changing job roles
- Being pulled in different directions by different supervisors

5. **Toxic Work Environment**

- Workplace bullying, harassment, or discrimination
- Gossip, conflicts, or lack of team support
- Feeling isolated or excluded

3. What causes stress?

- **6. Job Insecurity**

- Fear of layoffs, pay cuts, or losing your position
- Constant company restructuring or downsizing
- Lack of growth opportunities

- **7. Work-Life Imbalance**

- Long hours affecting your personal time
- Being expected to respond to calls/emails outside work hours
- Difficulty managing family responsibilities alongside work

4. How can I reduce my workplace stress?

Fortunately, there are a number of strategies that we can use to reduce our workplace stress. These include:

1. **Prioritize and Organize**

List tasks by importance and focus on one thing at a time.

2. **Set Boundaries**

Clearly separate work hours from personal time to protect your energy.

3. **Take Breaks**

Step away for 5–10 minutes every hour to reset your mind.

4. **Communicate Clearly**

Talk to your manager or teammates if you feel overwhelmed or confused.

5. **Take Care of Yourself**

Exercise, eat well, sleep enough, and practice relaxation techniques like deep breathing.

14 days activities for coping workplace stress

Day 1 Prioritize Your Tasks

Make a simple to-do list: Urgent vs. Important.

Day 2 Deep Breathing Break

Practice deep breathing for 5 minutes during your work break.

Day 3 Declutter Your Workspace

Organize your desk – remove unnecessary items.

Day 4 Set Boundaries

Decide one clear boundary (e.g., no emails after 7 PM) and follow it.

Day 5 Gratitude at Work

Write down 3 things you're grateful for about your job.

14 days activities for coping workplace stress

Day 6 Take a Walk

Take a 10-minute walk during lunch or break time.

Day 7 Positive Communication

Compliment or thank a colleague genuinely.

Day 8 Stretch Break

Do simple desk stretches for your neck, shoulders, and back.

Day 9 Time Management

Try the Pomodoro Technique
(25 min work, 5 min break).

Day 10 Say No Politely

Practice saying “no” or asking for deadline extensions if needed.

14 days activities for coping workplace stress

Day 11 Mindful Eating

Eat lunch without using your phone or laptop — focus on your food.

Day 12 Music for Mood

Listen to calming or uplifting music while working (if allowed).

Day 13 Plan a Reward

Plan a small reward for yourself after completing a tough task.

Day 14 Reflect and Adjust

Write down what stress-reducing habits worked best for you and plan to continue them.

Tip:

Each day's activity takes less than 15 minutes but builds a strong stress-management habit over time!

Conclusion

Workplace stress is a part of modern life, but it doesn't have to control you.

By making small, consistent changes — organizing your tasks, setting healthy boundaries, taking mindful breaks, and caring for your mind and body — you can build resilience and create a more peaceful work experience. Remember, managing stress is not about being perfect; it's about being kind to yourself and taking one step at a time toward a healthier, happier you.

"You can't always control what goes on outside.
But you can always control what goes on inside."
— Wayne Dyer