

# MANAGE YOUR STRESS

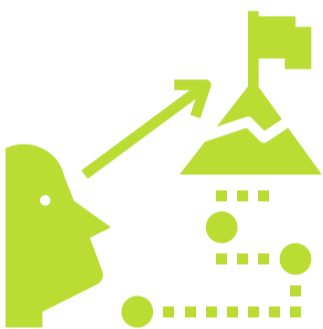


## 1. BUILD A POSITIVE WORKSPACE

Whether you're based at home or in the office, create an appropriate workstation with a good chair that helps you maintain good posture, and suitable equipment. Ensure it's always well-lit, warm and comfortable

## 2. SET BOUNDARIES

Start and finish work at regular times, take regular small breaks from your desk and enjoy a proper lunchbreak, getting outside if possible. Turn e-mails off outside of working hours, and speak up if your workload is too much



## 3. DEFINE GOALS

Write down your to-do list and set achievable goals each day. Have a couple of quick-wins that you can get in the bag early to get you in a positive, productive mindset.

## 4. CONNECT WITH PEOPLE

Try to talk with people face-to-face where possible - as well as via videocall and telephone - for real interactions and positive rapport rather than just hitting send on yet another email



## 5. PROTECT YOUR HEALTH

Protect your physical health by regularly moving your body in a way that you enjoy, getting outdoors, eating a healthy, balanced diet, drinking plenty of water and sleeping enough

## 6. PRIORITISE SELF-CARE

Make time for things that make you feel happy outside of work. Connect with loved ones, make time for hobbies and try relaxing activities such as a long walk or a nice, hot bath.



## 7. BE KIND TO YOURSELF

Try to reward yourself for achievements, forgive yourself for mistakes and work to try and resolve any conflicts with friends, family or colleagues

## 8. ASK FOR HELP

Reach out for support when you're struggling. Speak to your line manager, HR contact or union rep and go to see your GP. You could also access peer support or online resources

