



# Tips for Managing Stress Effectively

WORKPLACE STRESS SURVIVAL GUIDE



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of the people we serve.*

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## WHAT IS WORK STRESS?

Work stress occurs when excessive job pressure arises, often due to tasks that do not match a worker's skills, lack of support from supervisors and colleagues, and limited control over workload, as stated by the World Health Organization.

This can lead to feelings of overwhelm, burnout, and decreased job satisfaction. It is crucial for employers to address these factors and create a supportive work environment that promotes a healthy work-life balance. By providing adequate training, clear communication channels, and opportunities for feedback and autonomy, organizations can help prevent and manage work-related stress effectively. Prioritizing employee well-being not only benefits the individual but also contributes to a more productive and positive work culture overall.

Indications of workplace stress may manifest as a decrease in stress levels before and after work, during weekends, holidays, and days off, coupled with a sense of anticipation and stress on Sunday evenings regarding the upcoming work week.

If you find that your stress levels soar while at work or even just thinking about work, it's probably due to work-related stress.



# Common Sources of Work Stress

## Low Incomes

When salaries only cover essential expenses like bills, food, and transportation, with no room for leisure activities, it can be disheartening. Additionally, minimal salary increases may create the perception that career advancement is unattainable.

## Heavy Workloads

An overwhelming workload can result in burnout, characterized by persistent physical and emotional exhaustion. Burnout manifests when employees feel emotionally drained, exhibit cynicism or detachment from their work, and lack a sense of personal accomplishment. Burnout can lead to disengagement, causing a decrease in performance and loyalty to the organization.

## Few Opportunities for Growth or Advancement

Limited pathways for career progression and professional development can lead to feelings of stagnation and frustration among employees. Without clear opportunities for growth and advancement, individuals may struggle to stay motivated and engaged in their roles.

## Unclear Performance Expectations

Navigating unclear performance expectations can be a major challenge for employees, leading to confusion, frustration, and decreased morale. Without clear guidance on what is expected of them, employees may struggle to meet goals and deliver results. This lack of clarity can also hinder professional growth and development, as employees are unsure of how their performance is being evaluated.

## Lack of Support or Recognition

Feeling a lack of support or recognition at work can have a detrimental impact on employee morale and motivation. When employees don't feel valued or appreciated for their hard work and dedication, it can lead to feelings of disengagement and dissatisfaction. This can ultimately result in decreased productivity, higher turnover rates, and a negative work culture.

# Effects of Uncontrolled Work Stress

Work-related stress doesn't disappear once you finish work for the day. If stress persists, it can negatively impact your health and overall well-being. A stressful work environment can lead to various issues, such as headaches, stomach aches, sleep disturbances, irritability, and difficulty concentrating. Extended stress may result in anxiety, insomnia, high blood pressure, and a weakened immune system.

Moreover, it can contribute to health conditions like depression, obesity, and anxiety. Unfortunately, individuals dealing with excessive stress often resort to unhealthy coping mechanisms like overeating, consuming unhealthy foods, smoking, or turning to substance abuse.

Untreated stress can also cause more serious conditions. Research has linked work stress to:

- Heart disease
- Cancer
- Alcohol and drug abuse
- Aggression and violence
- Workplace accidents



# 7 Effective Ways to Manage Stress

## Identify Your Stressors

Identify the stress triggers in your workday and your corresponding reactions. Whether it's the frustration of the morning routine leading to a late start, or skipping a proper lunch for a quick snack due to an unexpected meeting, make a note of these instances. Then, take a moment to contemplate how you can address each situation in a more positive and mindful manner.

## Practice Relaxation Techniques:

Engaging in meditation, mindfulness practices, and grounding techniques like deep breathing exercises can promote a sense of calm for both the mind and body. Consistent practice of these relaxation methods can make it easier to access them during times of stress.



## Plan Ahead to Stay Organized:

Proactively planning to stay on top of tasks can significantly reduce workplace stress. By managing your time effectively, you'll avoid morning rush and late arrivals, allowing for a smoother end to your day. Staying organized not only helps declutter your space but also enhances efficiency in your work.

## Create a Comfortable Work Environment

Physical discomfort at work can be a surprising stressor, often stemming from your work environment, like your desk setup. You may not realize the impact of sitting in an uncomfortable chair for a few minutes, but spending hours in that same chair can lead to aches and make you more prone to stress. Even minor distractions, such as office noise, can contribute to a sense of frustration. Create a tranquil, ergonomic workspace to enhance your comfort and productivity.

## Establish Boundaries

In today's fast-paced world, the constant connectivity can create a sense of always being "on." It's essential to establish boundaries between work and personal life. Consider setting guidelines like avoiding work emails after hours or not taking work calls during meals. By defining these limits, individuals can minimize work-life conflicts and alleviate associated stress.

## Take Time to Recharge

To avoid the harmful effects of prolonged stress and burnout, it's crucial to take breaks to recharge and restore your mental well-being. This process involves stepping away from work to dedicate time to activities that bring you relaxation and joy. Whether it's utilizing your vacation days for a well-deserved break or simply disconnecting from work by putting away your phone and engaging in non-work-related activities, taking these moments for yourself can help you feel refreshed and ready to tackle your responsibilities effectively.

## Do Your Best and Reward Yourself

Striving to do your best and acknowledging your efforts can lead to better results and less stress at work. Remember, it's okay not to be perfect all the time, especially in a busy and fast-paced job. Celebrate your achievements and focus on continuous improvement rather than perfection.



## FINAL THOUGHTS

Overcoming stress in the workplace is a crucial aspect of maintaining a healthy and productive work environment. As we navigate the challenges of balancing work and personal life, it's essential to implement effective strategies to manage stress levels. From mindfulness techniques to setting boundaries and practicing self-care, there are various approaches that can help individuals cope with workplace stress. By prioritizing mental health and well-being, employees can enhance their resilience and overall job satisfaction, leading to a more positive and fulfilling work experience.

**Remember, addressing stress proactively not only benefits individuals but also contributes to a thriving and harmonious workplace culture.**





We're here to help. Our trained professionals provide support and resources to manage anxiety and many other work/life issues effectively.

Connect with us and explore our EAP for your workforce.

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#### OTHER RESOURCES

[+1 \(800\) 221-7044](#) AIDS Crisis Line

[+1 \(800\) 622-2255](#) Alcoholism & Drug Dependency Hope Line

[+1 \(800\) 222-1222](#) American Association of Poison Control Centers

[+1 \(800\) 996-6228](#) Family Violence Helpline

[+1 \(888\) 843-4564](#) GLBT Hotline

[+1 \(800\) 233-4357](#) National Crisis Line, Anorexia and Bulimia

[+1 \(800\) 799-7233](#) National Domestic Violence Hotline

[+1 \(800\) 784-2433](#) National Hopeline Network

[+1 \(800\) 273-8255](#) National Suicide Prevention Lifeline

[+1 \(800\) 230-7526](#) Planned Parenthood Hotline

[+1 \(800\) 366-8288](#) Self-Harm Hotline

[+1 \(866\) 488-7386](#) TREVOR Crisis Hotline  
<https://www.forbes.com/health/mind/how-to-deal-with-stress-at-work/>

<https://www.apa.org/topics/healthy-workplaces/work-stress>