

CONQUERING WORKPLACE STRESS

What are some common symptoms of stress?

Stress reduction techniques

Pinpoint Stressors

What stresses you at work?

How do you usually handle this stress?

Unhelpful thought patterns

Negative self-talk

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Looking for the bad

Predicting the worst

Thinking in extremes

Tips for positive reframing—ask yourself the following questions about the unhelpful thoughts.

- Are my thoughts realistic?
- Am I keeping things in perspective?
- Are these thoughts helpful?
- Can I look at this from a different angle?
- What can I do to solve the situation?
- What can I do to accept the situation?

My unhelpful thought:

My reframe thought:

Create a grateful attitude

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Name three things you're grateful for.

1. _____
2. _____
3. _____

Quick tips—other helpful ideas

- Avoid perfectionism
- Stay organized
- Limit multitasking—use chunking
- Change your negative thinking
- Focus on what you can control
- Take care of yourself

Action plan

A new way I will manage stress is...

I will start doing this (date)...

The person I will reach out to support me in managing my stress is...

Checklist: Signs and symptoms of excessive workplace stress

Signs	Symptoms
<ul style="list-style-type: none"><input type="checkbox"/> Decreased productivity<input type="checkbox"/> Negative attitude<input type="checkbox"/> Lack of participation in meetings<input type="checkbox"/> Changes in appearance<input type="checkbox"/> Low morale<input type="checkbox"/> Increased absenteeism<input type="checkbox"/> Arriving to work late<input type="checkbox"/> Requesting to leave early<input type="checkbox"/> Taking long breaks	<ul style="list-style-type: none"><input type="checkbox"/> Headaches<input type="checkbox"/> Trouble sleeping<input type="checkbox"/> Difficulty concentrating<input type="checkbox"/> Irritability<input type="checkbox"/> Stomach problems<input type="checkbox"/> Feeling anxious<input type="checkbox"/> Fatigue<input type="checkbox"/> Feeling depressed

Possible journal questions:

- What are my thoughts and feelings about this situation?
- What's happening in the environment? E.g., the physical setting
- Who are the people and what are the circumstances involved?
- How did I react?
- What can I do differently next time?

Resources and additional information:

Your Employee Assistance Program—Magellan Healthcare

EAP Online Programs help you learn and practice skills that have been shown to help people feel better on your own time. Programs are confidential and available to complete at your own pace, 24/7/365.

- **RESTORE:** helps improve sleep including sleep restrictions, sleep hygiene and mindfulness.
- **FearFighter:** relief for general anxiety, panic attacks and phobias.
- **MoodCalmer:** focuses on skills to recognize unhelpful thoughts.
- **Shade:** education on alcohol, narcotics, cannabis, and depression, as well as activities for monitoring mood and triggers.
- **OCFighter:** helps with obsessive compulsive disorder.
- **ComfortAble:** a program for chronic pain that focuses on helping participants improve functioning, prevent pain flare-ups and change unproductive thoughts and behaviors.