



# Tips for employees

The work environment can be stressful and hard to manage at times. Here are some simple tips to help manage your work day and help reduce stress and anxiety when you're at work.

## Work on one task at a time

- Make a list of your top 5 work tasks at the start of each day or week
- Order work tasks according to priority. It might be useful to do this in your diary, calendar or on a whiteboard.

## Minimise interruptions

- Turn off non-urgent notifications on your computer and phone. Try to only check emails and texts every hour or two.

## Keep a journal

- Identify your biggest work stressors over several weeks, and write them in your journal. This can help to address triggers
- It may also be helpful to show the journal to your manager so that they have an understanding of areas of your work that are causing you stress, and can help to find ways to reduce the stress.

## Speak up

- Open communication with your manager is important as it can help them to identify if you are being overloaded with unnecessary work or in need of longer deadlines
- Organise a weekly catch-up with your manager, team leader and/or team to discuss your current work priorities and tasks.

For more information about managing stress and anxiety in the workplace, visit the Jean Hailes website at: [www.jh.today/mind5](http://www.jh.today/mind5)

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**Disclaimer** This resource is designed to be informative and educational. It is not intended to provide specific medical advice, or replace advice from your health practitioner.

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