



WAYS TO DEAL WITH A...

STRESSFUL WORKPLACE

Rest



Stop!

Work out



Decide



Don't

Overthink

CHILL

MAKE MONEY

TAKE A BREAK

WAIT A Minute

TAKE A BREAK



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OFF LINE

zzzz

STOP

Chill

EAT

SLEEP

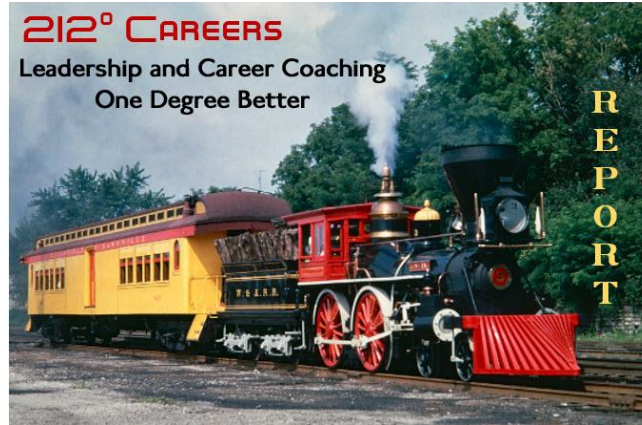


AND

TAKE CARE



CHILL



This report includes **nine powerful tips** and **three actionable steps** you can take immediately.

It also includes a list of **suggested readings** for even more information.

TOP TIPS

Do you despise the thought of going to work? When you see that aggravating coworker who goes out of their way to irritate you, does it make you wish you had stayed at home? There are a lot of things that cause a stressful work environment. Here are a few proven methods for managing stress in the workplace so your job doesn't drive you crazy.

1. Schedule Breaks in Your Day

You deserve a break, today and every day. There is research that shows productivity is enhanced when you don't work on a particular project or task for more than 90 to 120 minutes at a time. This means taking breaks throughout your workday can help your employer as much as they help you to de-stress.

2. Take Advantage of Your Benefits

How much personal time off have you accrued? Does your company offer mental health days? Are you one of those people that never takes your vacation time? Companies offer benefits because they help you be a better employee, and as a way to entice you to go to work for them. Take advantage of those benefits to stress less on the job.

3. Talk with Your Coworkers

Seek the opinions of others. There may be a bigger problem than just your personal stress and anxiety. Let your coworkers know what you are going through on the job. If you're the only one who is stressed out, maybe you need to make some changes to your routine. If everyone is in the same boat, you can approach management as a team to have the necessary changes made.

4. Ask If Your Company Offers Work-At-Home Options

Remote work has exploded in recent years. Companies and workers alike enjoy many benefits when the employee doesn't have to leave home to perform his job. Working at home might be just what the doctor ordered for less stress and anxiety.

5. Don't Be Afraid to Ask Your Boss/Manager for Help

Ask for help. Go to your manager and express your concerns. They might not know what you're going through. Get help from somebody higher up the food chain. They have more power than you to make the necessary changes that lead to a better work environment for everyone.

6. Get to Work Early

Start arriving to work earlier than usual. Give yourself plenty of time to start your workday. Take some time to relax and prepare yourself, either at home or in the employee break room. Arriving to work just before your shift starts can lead to unnecessary stress.

7. Clear the Clutter, Get Organized

Look around your workstation. What do you actually need versus what you see? Clear the clutter. Get organized. Remove distractions. You might be creating a stressful environment without realizing it.

8. Build a Great Life Away from Work

You had a long day at work. It was exhausting, physically and mentally. But there is a smile on your face. You know you have a wonderful home atmosphere to help you recharge and destress. A positive and rewarding life away from work can help you get through difficult times on the job.

9. If All Else Fails, Change Jobs

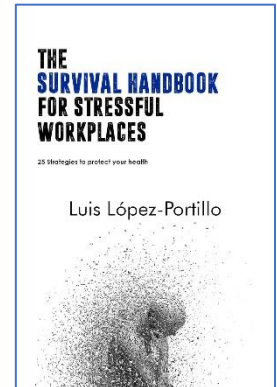
If you have exhausted all other options, changing jobs might be the answer. You deserve an enjoyable and rewarding workplace atmosphere. Don't accept anything less. If you have to change employers so you can stress less on the job, be prepared to do that for yourself.

FAST-ACTION STEPS

- 1. Get up earlier than you usually do:** Plan for your workday. Then arrive at work at least 10 or 15 minutes before your shift starts. This is a relaxing and stress-relieving way to start your day.
- 2. Nail down your schedule:** Where can you fit in a few short breaks each day? Take these breaks away from your workplace atmosphere if at all possible.
- 3. Get to know all of the benefits your employer offers:** This includes personal time off, vacations, mental health days and possibly remote, work-at-home positions. Take advantage of any benefits that can help you stress less on the job.

FURTHER READINGS

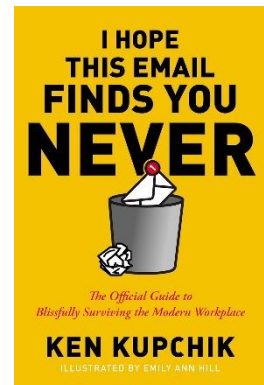
1. [The Survival Handbook for Stressful Workplaces: 25 Strategies To Protect Your Health](#)



2. [Document it! Stress at the Workplace.: Logbook to record stressful situations while at work.](#)



3. [I Hope This Email Finds You Never: A Complete Guide to Blissfully Surviving the Modern Workplace](#)



4. [Make Difficult People Disappear: How to Deal with Stressful Behavior and Eliminate Conflict](#)

