**How can I deal with stress at Work?**

**Take Control**

* Develop good relationships with colleagues so that you can build a network of support.
* Talk to someone you trust, at work or outside, about what upsets you or makes you feel stressed.
* If you need help, ask for help.
* Be assertive; say no if you can’t take on extra demands.
* Be realistic, you don’t have to be perfect all the time.
* Write a list of what needs to be done, it only takes a few minutes and can help you to prioritise, focus and get things in perspective. It can also feel satisfying to tick items off once they have been done.
* If everything starts to feel overwhelming, take a deep breath, try and get away from your desk or situation for a few minutes.
* Try and take a walk or get some fresh air during the day. Exercise and daylight are good for your mental health as well as physical health.
* Work regular hours and try to take the breaks and holidays that you are entitled to. If things get too much, book a day off or a long weekend.
* Try not to work long hours or take work home with you. This may be alright in the short term, if the work has a specific purpose and is clearly defined – a team effort to complete an urgent project may be very satisfying. However, working longer hours on a regular basis does not generally lead to better results.
* If you are provided with opportunities to have some input, particularly in decisions that may impact you, then take advantage of those opportunities.
* If you are working from home, make the most of opportunities for contact.
* Maintain a healthy work-life balance – nurture your outside relationships, interests, and the abilities your job does not use.
* Make sure you drink enough water and that you eat during the day to maintain your energy levels.
* Learn some relaxation techniques.

**Ask for Help**

* Learn to recognise what you find stressful in the working environment and speak to your line manager about it.
* Make your physical work environment as comfortable to work in and as appropriate to your needs as you can.
* Discuss the possibility of flexible working hours with your manager if for example you have difficulty with rush hour traffic, or need to leave work early some days for care or treatment or for family reasons.