



LEARNING VAULT ACADEMY

Tips to manage workplace stress successfully



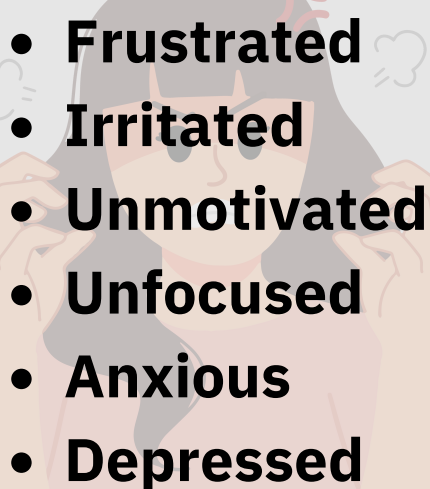
Tip 1: Acknowledge the existence of stress caused by work. Only then you can be able to find ways to manage it.

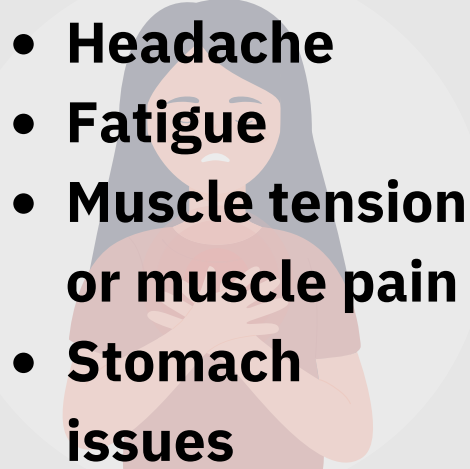
Tip 2: Read the signs to identify how stress manifests itself

Emotional symptoms

Physical symptoms

Behavior symptoms

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- Frustrated
 - Irritated
 - Unmotivated
 - Unfocused
 - Anxious
 - Depressed

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- Headache
 - Fatigue
 - Muscle tension or muscle pain
 - Stomach issues

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- Appetite changes
 - Procrastinating
 - Neglecting self and responsibilities

Tip 3: Read the signs to identify when stress manifests itself in different situations in the workplace

It could be any or many of the following:



Pressing deadlines

Never ending meetings

Overwhelming workload

Unrealistic task goals

Toxic work environment

Overscheduling of tasks

Unappreciative supervisor

Long hours at work

Pressure on self to move upward

Poor communication

Pressure to earn more money

Lack of cooperation

Lack of support

Tip 4: Ways to successfully manage and overcome workplace stress



- Organize work and prioritize tasks
- Break tasks into smaller manageable pieces
- Take a step back and breath, take a break
- You can say no, when things cannot be done or to avoid burnout

Set SMART goals:

- Specific
- Measurable
- Achievable
- Realistic
- Time bound

You can say no, when things cannot be done or to avoid burnout

Tip 5: Go to www.vaultacademy.org to discover more useful strategies in our accredited course on **Successful stress management in the workplace** and earn 15 CPD points