



# Learn how to lower work stress

## A lot can happen during working hours.

You may have project deadlines, a cooperative team or difficult coworkers. Even if you like your job, it can be stressful at times. Stress, in small amounts, can be helpful. It releases hormones that speed up your heart and give you a burst of energy. This can help you focus on finishing a big project. But too much stress isn't good for you.

Watch out for warning signs like headaches, stomach aches or trouble sleeping. You may also feel irritable, short-tempered or unhappy. But there are things you can do to help.



## Did you know?

The average person spends almost **100,000 hours** at work in their lifetime.<sup>1</sup>

<https://www.gettysburg.edu/news/stories?id=79db7b34-630c-4f49-ad32-4ab9ea48e72b&pageTitle=1%2F3+of+your+life+is+spent+at+work> October 2021

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# Tips to help manage work stress



## Make a list of projects and deadlines.

They'll help you get an idea of the total amount of work you have. And they'll help you know what to do next.



## Use a schedule planner.

Break large projects into small steps, set deadlines and build working time into your calendar.



## Focus on one thing at a time.

Our brains can focus on one thing at a time. When we switch tasks, we're more likely to make mistakes. So it's better to focus on a single task.



## Share the work.

It can be hard to say no or rely on other people. But sharing the load with your team can help get things done. And it's a way to build trust with your coworkers.



## Limit distractions and interruptions.

We're wired to pay attention to emails, calls, or texts. It might be hard at first, but try limiting distractions when you need to focus.



## Try this simple exercise

A healthy life includes balancing work, home and social responsibilities. To see how you're doing, make a list of the five most important things in your life. Then make a list of the five things you spend the most time on. Put them together and see how they compare.

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