





















# REDUCING STRESS IN THE WORKPLACE

April is Stress Awareness Month, raising awareness of the causes and ways we can reduce stress. In 2020/21, 822,000 workers suffered from work-related stress, depression or anxiety. We have put together some activities and techniques to help you reduce stress in the workplace throughout the month.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				<p>1<sup>st</sup></p> <p>Make a list of what you want to achieve by the end of the month.</p> 
<p>4<sup>th</sup></p> <p>In the morning, write up your task list for the week in order of priority.</p> 	<p>5<sup>th</sup></p> <p>Organise your files on your computer. Especially your desktop!</p> 	<p>6<sup>th</sup></p> <p>Start a 'buddy' programme within your team for new starters.</p> 	<p>7<sup>th</sup></p> <p>Listen to your favourite music whilst you work.</p> 	<p>8<sup>th</sup></p> <p>Take your breaks away from your desk to avoid feeling overworked.</p> 
<p>11<sup>th</sup></p> <p>Speak to your manager about things that are on your mind.</p> 	<p>12<sup>th</sup></p> <p>Go for a walk and get some fresh air.</p> 	<p>13<sup>th</sup></p> <p>Take a break to read a book or magazine.</p> 	<p>14<sup>th</sup></p> <p>Ask for help if your workload is too much or you are stuck on a task.</p> 	<p>15<sup>th</sup></p> <p>Take part in a team building exercise with your team.</p> 
<p>18<sup>th</sup></p> <p>Make a healthy meal plan for the week.</p> 	<p>19<sup>th</sup></p> <p>Switch off from social media for the day.</p> 	<p>20<sup>th</sup></p> <p>Take some time to catch up with your colleagues about their life.</p> 	<p>21<sup>st</sup></p> <p>Tidy your desk and organise your things.</p> 	<p>22<sup>nd</sup></p> <p>Take a break from your emails to focus on the one task you need to get done most.</p> 
<p>25<sup>th</sup></p> <p>Take the morning to go through and catch up on your emails.</p> 	<p>26<sup>th</sup></p> <p>Go online and learn something new.</p> 	<p>27<sup>th</sup></p> <p>Avoid perfectionism and instead strive to do your best and congratulate yourself on your work.</p> 	<p>28<sup>th</sup></p> <p>Reflect on the month and adopt new techniques that have helped reduce stress.</p> 	<p>29<sup>th</sup></p> <p>For further support, contact a support line: <a href="https://bit.ly/3tzt6v4">bit.ly/3tzt6v4</a></p> 