

How to Deal with Workplace Stress

Recognize signs of stress before they become problematic.

Common signs include lack of sleep, being easily agitated, feeling down and/or anxious.

Take care of your body, mind and spirit.

Get enough sleep, eat balanced meals, take vitamins, do something active everyday, have fun, socialize with your favourite people, volunteer, discover your spiritual self.

At work, refrain from skipping lunch; leave your desk/the office for a change of pace.

Keep work and home separate; negotiate a “transition” time when you get home in order to decompress.

Find moments in your day for quick breathing or relaxation techniques and quiet reflection.

Use positive self-talk: “I am doing my best ... things will not always be this way ... I have the power to make my life what I want it to be.”

Expend energy on what is within your power to control.

Change the way in which you carry out your responsibilities or improve organization. The library and internet are good resources for quick tips.

Plan out how to broach workload or other workplace issues with your boss in a way that demonstrates professionalism and a desire to find a reasonable solution.

Respect your limits and negotiate.

“I would like to help out with that new task but I’ve got enough on my plate right now and want to ensure I continue to do it well/complete it according to my performance plan.”

“I would like to try something new. Let’s discuss how we can alter my current workload.”

Reframe the situation.

Alter how you perceive the situation: see yourself as separate from the problem, consider whether this is truly a problem or simply an opportunity for needed change.

Consider a job change.

Perhaps this job is not a good fit or it's just time for you to move (within or outside of the company). You absolutely have choices. If you experience fear in leaving your current job, this is a normal response but it not a good reason to stay.

When stress is significantly affecting work, family and/or social life, you may need to consult a professional such as a doctor or therapist.

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