



How to Manage Workplace Stress

No matter what we do or where we work, it's likely that we'll have experienced environmental distractions during the day. We'll look at some common sources of workplace stress that we can use to reduce their impact.



- Avoid nicotine, excessive caffeine, sugar, tobacco and other stimulants
- Clean and organize our office atmosphere
- Create a healthy workstation
- Place plants around the edges or corners of a space for the best sound dampening effect as it's also add refresh air in working atmosphere
- Work off your anger by doing something physical
- Don't procrastinate
- Plan ahead and set priorities weekly but always leave room for flexibility and spontaneity.
- Volunteer once a month, helping others is an incredible stress reliever
- Talk with others. A support system is one of the greatest stress busters
- Practice power chat-Keep business telephone conversation brief and concise. Don't get into the habit of chatting too long which could affect your work productivity.
- Maintain a positive attitude toward work and your colleagues/co-workers
- Avoid bad-mouthing and gossiping
- Take proper care of your hygiene as it reflects in your overall personality
- Avoid being too rigid or humorous at inappropriate times
- When highlighting faults be sure you have a solution to the problem