



# 7 STRATEGIES TO **REDUCE STRESS AT WORK**

## **Organize Your Workspace**

A clean and organized environment reduces distractions.

- Keep your desk clutter-free.
- Use file systems or storage boxes.

## **Seek Support from Your Team**

Sharing concerns with colleagues can ease the emotional burden. Building a supportive team environment reduces overall stress.

- Participate in group activities or team relaxation sessions.

## **Plan and Prioritize Tasks**

Create a daily task list, prioritizing the most important ones.

- Use techniques like the Eisenhower Matrix to decide what is urgent or important.
- Break down large tasks into smaller, manageable steps.

## **Use Relaxation Techniques**

Meditation, mindfulness, or listening to relaxing music can effectively reduce anxiety.

- Take a few minutes to meditate or practice mindfulness.

## **Take Regular Breaks**

Working non-stop can increase stress. Try the Pomodoro Technique (work for 25 minutes, take a 5-minute break).

- Stand up, stretch, walk, or take deep breaths.

## **Learn to Say "No"**

Knowing when to say no to extra tasks or commitments is key to managing stress.

- Be assertive in communicating your limits respectfully.

## **Incorporate Exercise and Breathing**

Light physical activity like stretching or walking can reduce stress. Controlled breathing activates relaxation.

- Try breathing exercises like the 4-7-8 method (inhale for 4 seconds, hold for 7 seconds, exhale for 8 seconds).

