



Deep breath

Reduce your stress to improve your well-being

Workplace stress can affect everything from your personal relationships to finances to your health. And everyone has felt some version of stress while on the job.

Whatever it is, you can't always avoid work stressors. But you can take steps to manage them.

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Chill out

Tips to reduce your stress at work



Make a list of your projects and deadlines.

- Keep track of what's important and most urgent.
- Decide what matters most and what can wait.
- Learn to say "no." Try not to overcommit yourself — it's a recipe for stress!



Give some of your projects to others.

- Sharing your workload can be a big help.
- It's not always important to have complete control.



Focus on one thing at a time.

- In some cases, you can do two things at a time. But if you start to feel stressed, go back to doing one thing at a time.



Try to limit distractions and interruptions.

- Ask others to give you a block of time when you're not to be disturbed.

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