

'Top Tips for Stressed out Professionals / Office Staff'

- ✓ **Book us** - We can support your team by offering Stress Management & Relaxation Workshops
- ✓ **YouTube** - Subscribe to the 'Your Space YouTube Channel' with Lynette Fryer for Top Tips
- ✓ **Get organised** - Reduce stress by setting an entire 'forward planning day' aside & prioritise
- ✓ **Become more self aware** – Learn how to recognise your stress symptoms & eliminate triggers
- ✓ **To do lists** - These can create added pressure, so try to tackle your perceived big worst task first & leave anything else to another day
- ✓ **The 3 minute rule** - If you can get it done in 3 minutes, do it!
- ✓ **Paper Test** - If you pick up a piece of paper, only ever pick it up 3 times max & make an immediate action
- ✓ **Set your boundaries** - Know your own limitations, be realistic with how long it takes you to do things
- ✓ **Set your days** - Have a set day where you will work on just one project / task for the whole day, for example have a research day or a home visits day or a session planning day, once you have set that, say no to other things
- ✓ **Ask for help** - Don't be scared to ask people for some extra support, especially in Supervision, Team Meetings
- ✓ **Positive visualisation** - Close your eyes, see, feel, hear, sense yourself having a controlled / balanced day
- ✓ **Desk time** - Don't get into the habit of eating lunch at your desk, have a proper break
- ✓ **Staff room gossip** - If you know this is a place to get dragged into new tasks, negative talk, gossip & stress then maybe have occasions where you go outside, to the shops or to your car for lunch
- ✓ **Take a break** - Regular computer breaks are needed, you can only absorb so much information at once
- ✓ **Walk outside** - Getting some fresh air is a great way to de-stress & clear your mind
- ✓ **Unwind at home** - Run a bubble bath, play some relaxing music, light candles, use oils or incense
- ✓ **Eat healthy** - Brain food such as fish, veg, wholegrain, fruits, nuts are all good for boosting your brain
- ✓ **Move your body** - Get up & stretch, walk around the office, move position or location
- ✓ **Challenge** - It's okay to say no! Be assertive in taking on extra deadlines & demands that feel unreasonable
- ✓ **Have some fun** - Do some things to make you laugh, make work tasks fun & interesting
- ✓ **Drink water** - Avoid drinks that make you hyper & then crash like energy drinks, pop, strong coffee

- ✓ **Music** - Put your headphones in, shut out office noise, play calming & relaxing tunes
- ✓ **Exercise** - Swim, dance, run, walk, this is great for creating happy chemicals
- ✓ **Sleep** - Get a good sleep night, go to bed early if you know you have a big day ahead
- ✓ **Create calm** - Before going to sleep turn off mobile phones, TV's, games
- ✓ **Think positive** - Change your mindset, don't feed negative thinking or beliefs about yourself
- ✓ **Deep breathing** - Sounds simple, but take some deep breaths, count to 10, try square breathing
- ✓ **Happy Tapping** - Use EFT (Emotional Freedom Technique) Tap on specific stress points
- ✓ **Positive affirmations** - "I am capable, I can manage, I am balanced, I am calm, I am confident, I am clear, I am enough, I will do my best, I am coping in the best way I can, I recognise my limits"
- ✓ **Therapies** - Have a massage, relaxation treatment, do some meditation or yoga
- ✓ **Internal beliefs** - Become aware of how much internal pressure & expectation you create
- ✓ **Teamwork** - You are a team for a reason, find strengths in others that you may need to use
- ✓ **Away Day** - Plan something nice to do together as a team, this helps team bonding
- ✓ **Classes** - Take up a new class, art, drama, dancing, music, creativity, so it's not all about work
- ✓ **Office tidy up** - Keep your workspace tidy, neat & organised
- ✓ **Lifestyle analysis** - Break your week down & see how many hours per week you give to things
- ✓ **Work / Life balance** - Reward yourself for hard work by giving yourself time out
- ✓ **Create some fun office games** - Bring some fun into the workplace if it gets serious
- ✓ **Make a commitment to yourself** - Change one small thing each day / month to improve your lifestyle
- ✓ **Make up some of your own stress tips & list them below.....**