15 WAYS TO REDUCE WORK STRESS

REDUCE YOUR STRESS:

01: SCHEDULE DOWN-TIME BETWEEN MEETINGS

Schedule 45-minute meetings vs 1-hour meetings. Everyone needs to have a break in between meetings. Do your best to avoid back-to-back scheduling and be mindful of others' schedules.

02: SCHEDULE TEAM LUNCHES

Invite your team to a leader-scheduled team lunch. This ensures people are taking lunch and connecting.

03: BLOCK MEETING-FREE TIME

As a team, block meeting-free times and let other teams know. Encourage your employees to honor this time and use to focus and catch up.

04: UPDATE YOUR SLACK STATUS

Stepping away to pick up your kids from school? Update your Slack status to let others know when you are and are not available.

05: ADD 10-MINUTE BREAKS TO YOUR DAY

Schedule 10-minute breaks throughout your day to prevent burnout. Use the time to check in with yourself: step away from your screen, get some fresh air, or watch a funny video to give yourself, and your brain, a break!

REDUCE YOUR STRESS:

06: NOURISH YOUR BODY

Eat nutritious meals away from your workspace and drink lots of water to stay hydrated.

07: RAISE THE HEIGHT OF YOUR LAPTOP

Lift your laptop to eye level so you aren't staring down at your screen to prevent tension in your neck and shoulders. Books are a good tool to help you raise up the screen!

08: AVOID MULTITASKING

Focus on one specific task at a time. We may think we are being more productive when we work on multiple projects at once, but research suggests otherwise - our brains are wired to perform best when we focus our energy and brainpower on one project at a time.

09: BE KIND TO YOURSELF

Practice self-compassion and grace - allow yourself to step away when you need to cool off.

10: SHAKE IT OFF!

When you feel really stressed, stand up and shake it off (like Taylor Swift!) and notice how much better you feel.

REDUCE YOUR STRESS:

11: START YOUR DAY WITH GRATITUDE

Give yourself a positive foundation to go through your work day. Before you sit down at your desk, name at least three things you are grateful for. Expressing and receiving gratitude triggers our brain to release dopamine and serotonin - two "Happy Chemicals" that make us feel good.

12: TAKE THREE DEEP BREATHS

You've heard this one before, but it really works! When you are stressed, take three deep belly breaths to send pure oxygen to all of your body before picking up your work again.

13: GET MOVING

Exercise releases the endorphin "Happy Chemical" that contributes to a better mood. Trying going for a walk, standing up once every hour, or taking a dance break to release stress.

14: PRIORITIZE YOUR TO-DO LIST

Have too much to do and don't know where to start? Identify your most pressing deadline and focus on completing that task first.

15: ASK FOR HELP

Don't be afraid to ask for help before you reach the point of being overwhelmed and too stressed - we are all in this together and are here to support each other.

We're here to help!

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