Relieving Stress at Work

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Job stress can contribute to decreased productivity, higher absenteeism, and greater medical costs. Although some stress is unavoidable in the workplace, many healthy forms of preventing or managing stress exist. Check out these key strategies for relieving stress while you are at work.

Organize your workspace.
An organized, clutter-free workstation can help minimize stress, plus increase on-the-job efficiency and work enjoyment. Use desk accessories such as stackable trays or desktop sorters to establish a personal organization system that works best for you! If you can't get rid of all your clutter, try keeping it out of sight.

Prioritize your work tasks.
Job demands can appear overwhelming, causing significant stress in work and home life. By making a to-do list and ranking items by importance, you can feel a sense of accomplishment when tackling your workplace tasks one by one.

Take regular breaks.
Short breaks throughout the day can help clear your mind and shake off some stress. Also, interrupting long sitting periods with walking has been shown to significantly reduce heart disease risk. Even if only for a minute, try stepping away from your desk for a chance to relax and recharge.

Release the uncontrollable.
Rarely are we able to control everything we face while at work. Recognizing and releasing workplace issues that are beyond our control is a major step in the right direction for reducing workplace stress.

Don't overcommit yourself.
Working too hard without making time for relaxation and leisure activities can significantly increase your stress levels and decrease your quality of life. Avoid trying to fit too much into your day and learn how to say "no" when asked to take on too much or meet unrealistic deadlines.

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