# 5 Top Tips to Help Manage Stress and Overwhelm in the Workplace

With many of us spending the vast majority of our time at work, it's important that our workplaces are supportive, employee-friendly places to be. We also need to feel equipped when we are under stress and pressure at work, so that we can cope with the demands we may be faced with. Here are some tips on how to manage stress and overwhelm in the workplace.

***Relationships***

**Having people to talk with and vent to can help alleviate the build-up of stress. Take time to connect with others, as this can be a huge source of support. There are studies illuminating the time we make to connect with others relates to our overall feeling of wellness. This could be stopping and talking to a colleague at work rather than immediately returning to your desk, calling a friend, or finding an area of personal interest and connecting with others who share that interest.**

***Compassion***

**Self-compassion can be extremely helpful during difficult times at work. Ask yourself what you would say to a friend who was struggling in this way, and say soothing words to yourself like "this is a difficult time right now, but this will pass. Things will improve and you will feel better". Also, doing something nice for yourself totally unrelated to work can be restorative and help you feel better about your situation.**

***Reaching Out For Help***

**If your work stress is directly due to specific factors in your workplace such as under-resourcing, absent colleagues and unsupportive line management, escalating these concerns and involving HR, if appropriate, can start to address structural and organisational issues, sometimes for the better. Employees also have a duty of care to their employees and, if nothing more, need to listen to the concerns of their employees. Many employers also provide basic staff support through EAP services to both employees, and in some cases, their families as well.**

***Practicing Saying No***

**This is an important skill for many people and can be quite challenging to do for people who have people-pleasing tendencies. Saying no can maintain healthy boundaries, ensure our integrity, and protect us from unfair exploitation. It's also important in taking your own personal responsibility and asserting your own values in what is and isn't acceptable to you.**

***Scheduling Breaks and Relaxation***

**Not taking breaks is counterproductive and depletes our resources. Taking breaks helps us regain our focus and re-energise us during our working days. Having breaks helps us retain information and generally be more productive at work. Taking longer breaks from work such as scheduled holidays that are work-free zones helps to reboot our mental and psychical function systems and help reset our mood, furthering wellbeing and stress reduction.**