

Quick tips on workplace wellbeing



Recognise what works for you
Work out what is stressful and what is helpful in your workplace and talk to your employer about this. They may be able to make some positive changes.

Don't do too much at once
Give each task your full attention. It often takes longer if you try to do too much at the same time.

Be realistic
You don't have to be 'perfect' all the time. Ask for help with your workload if it's causing a problem. Discuss realistic targets with your manager.

Reward yourself
It's easy to focus on what needs to be done next and forget to reward yourself for what you have already accomplished.

Develop good relationships
Connecting with your colleagues can help to build up a network of support and make being at work more enjoyable.

Balance your time
Occasionally you may need to work longer hours but try not to do this long term.

Create an end of day routine
Tidying your desk or making a list of what needs to be done tomorrow can help you to switch off from work.

Take a break
Short breaks throughout the day and a break at lunch can reduce stress. A long weekend or a holiday can refresh you and actually increase your productivity.

Don't let your life be work
Nurture your outside relationships, interests and your skills that your job doesn't use.

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