

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.

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.

Don't let your life be work

Nurture your outside relationships, interests and your skills that your job doesn't use.

Balance your time

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

Develop good relationships

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

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.

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.

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.