Managing Stress at Work

Prioritize with the “Big 3” Rule

How to: List your top three tasks for 1-2 minutes. **Stretch**, walk, or look out a window.

Why it works: Helps yo stay organized, reduce overwhelm, and feel accomplished early in the day.

Take Micro-Breaks

How to: Pause away from a desk for 1-2 minutes. Reframe the situation. Ask, “What’s the nex×t best step?”

Why it works: Keeps emotions from taking over, and helps you respond camly/professilly.

Lean on Your Team

How to: Communicate with coworkers when you feel overwhelmed. Orer and accept help when needed.

Why it works: Fosters a culture of teamwork, which reduces individual stress and improves morale

End-of-Day Mental Clear-Out

How to: Write down any lingering tasks before leaving, so they‘re ready for tomorrow

Why it works: Helps to “switch off’ from w/ork mode, improving your rest and preventing wo-