



## + The Monthly Beat | Quick Tip

# DEALING WITH WORKPLACE STRESS

### **DID YOU KNOW?**

The top two personal stressors for American adults are work and money. Work stress not only affects you emotionally, but physically as well. Common sources of work stress are low salaries, excessive workloads, conflicting demands, and unclear performance expectations.

Some amount of workplace stress is inevitable, but there are ways to manage it. Try the tips to the right to manage your stress.

- ✓ **Develop healthy responses.** Keep a journal and record situations where you felt the most stressed, your feelings toward the situation and the environment you were in. Taking notes can help you find patterns among your stressors.
- ✓ **Establish boundaries.** The email your coworker sent you at 6 p.m. — even though your workday ended at 5 p.m. — does not need a response. You are entitled to blend your work and home life the way you want, but never feel pressured to respond if you aren't on the clock.
- ✓ **Talk to your supervisor.** Employee health has been linked to productivity at work. Have an open conversation with your supervisor and work together to create a plan for managing your stressors.