

Tips for managing workplace stress

Susan is a really hard worker. In fact, for months she's been working past midnight, skipping daily exercise breaks and not even returning phone calls from friends.

Lately, Susan's been depressed. She feels unmotivated, has no appetite and has been crying a lot.

What's happening to Susan?

Susan is suffering from workplace stress. No one can keep up a schedule like hers without feeling the effects at some point.

How can you manage workplace stress?

Anyone like Susan who is working too much and ignoring their own well-being — needs to restore balance in their life. Here are some ways you can do that:

- **Take a break.** Maybe it's time for some self-care time. Just a few days of relaxing and unplugging may help you feel better.
- **Connect.** Friends and family can be a lifeline when you're stressed out. Connection can provide a chance to vent, get support and restore relationships.
- **Exercise.** Exercise is a universal de-stressor. Whatever form of exercise you prefer can lift your spirits and renew your energy.
- **Get good sleep and eat healthy meals.** Take care of your body like any other "machine." It needs good fuel and rest to function best.
- **Adjust expectations.** Your manager may be able to help you with expectations, workload and time management.

You need to be physically and emotionally healthy to do your job and have a happy life. Fight off stress by staying on top of it before it gets the best of you.

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