

EMPLOYEE ASSISTANCE PROGRAM



MANAGING WORKPLACE STRESS

Every job has its own particular stressors. And while every employee at some point has felt the pressures of a deadline, a challenging assignment at work, or tension with co-workers, chronic stress is harmful to your physical and emotional health. Learning how to manage workplace stress is important for your wellbeing and job satisfaction.

THE SIGNS OF EXCESSIVE WORKPLACE STRESS CAN INCLUDE:

- Often feeling frustrated or indifferent toward work.
- Persistent irritability.
- Anger, sarcasm, and being argumentative with others.
- Feelings of being overwhelmed or exhausted.
- Persistent physical problems such as headaches or upset stomach.
- Trouble concentrating.

Sometimes workplace stress is caused by stresses in your home life. If you feel you have too many family responsibilities, balancing a heavy workload can result in fatigue, lowered productivity, and burnout. Understanding what is causing the stress is the first step toward managing it.

Once you identify your "stress triggers" and your typical reactions, you can make healthier decisions. For example, if your usual reaction to workplace stress is to overeat junk food or drink when you get home, you can break this pattern by going for a walk or working out at the gym. Exercise is a great stress reliever.

TIPS TO TRY AT WORK INCLUDE:

- Deep breathing when you feel tense.
- Cutting down on caffeine.
- Taking breaks when you can.
- Eating healthy meals and snacks.

When you are at home, schedule time every day for an activity you enjoy, whether it's reading a book, listening to music, or taking a walk or a jog outdoors. Create a more balanced schedule between your work and home responsibilities, and don't be afraid to delegate tasks at work and home. Focus on the things over which you have control.

Some people find that meditation or other relaxation techniques can help calm their minds. Accepting help and support from family and friends can also help you manage stress. If you find that you still feel anxious, depressed, or overwhelmed, talk to a healthcare professional.



CALIFORNIA DEPARTMENT OF HUMAN RESOURCES

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1-866-EAP-4SOC (1-866-327-4762)

TTY USERS SHOULD CALL: 1-800-424-6117

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