# TOP TIPS TO REDUCE STRESS AT WORK

Has stress left you feeling like you're on a rollercoaster without a seatbelt? According to Mental Health UK, you're not alone. 9 in 10 adults say they've experienced high or extreme stress in the last year. But don't worry! These simple strategies can help stop workplace stress in its tracks...

**01. PLAN & PRIORITISE**
Don't hit the panic button. Make a prioritised 'to-do' list, and set realistic deadlines.

**02. SLOW DOWN**
Stop and think before you leap into action. Slow and steady wins the stress race.

**03. USE ALL YOUR RESOURCES**
If things go haywire, lean on the support that's available to you. Teamwork makes the dream work!

**04. SEPARATE WORK & HOME LIFE**
No more checking emails on your day off. Your home is your sanctuary, not a second office space.

**05. FOCUS ON THE CONTROLLABLES**
Your 'to-do' list might look scary, but break it down into bite-sized, achievable tasks for the day.

**06. TAKE A BREAK**
Working through breaks is a surefire way to raise your stress levels. Take regular short breaks.

**07. LIMIT INTERRUPTIONS**
When deadlines are looming, shut down the distractions and silence notifications.

## READY TO TRADE STRESS FOR SUCCESS?

Hop on the stress-busting train and visit our iAM Learning website for more tips, tricks, and a range of beautifully-animated bite-size learning to help kick stress to the curb!

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