

Stress coping strategies

Learn to switch off or take a break

Getting away from your desk or work area can help you to collect your thoughts and clear away the unnecessary details, helping you focus more clearly on the essentials. Take time to stretch your legs with a short stroll outdoors or simply get yourself a drink of water. Just a few minutes break will work wonders and leave you refreshed.

Try to plan some regular breaks into your day, rather than taking them on an ad-hoc basis – this gives you a definite stop point; and don't miss breaks because you are too busy to have one. You can actually INCREASE productivity by having regular breaks!

Try to have your lunch break with colleagues, but talk about something other than work to switch off for a short while. This has the added benefit of strengthening friendships and making your workplace more than just the place you work!

It's important that you don't work during your break - it may look good to your boss, but it won't be good for you in the long run.

To switch off:

- Take a walk outside – the fresh air will help blow the cobwebs away and a brisk walk will burn off a few calories too.
- Listen to music – music has many different effects on people, it can soothe, inspire, calm and excite, and it should help your mind have a break from thinking about work.
- At the end of the day or on days off – don't take work home with you. Try something new, something absorbing – take up a new hobby, go somewhere you've never been, meet new people, do something different with friends or family.