



If you feel that you are experiencing the effects of stress & would like help from one of ISMA's highly qualified professional Stress Advisers please contact ISMA<sup>UK</sup> to find one in your area:

**T: 0845 860 7083**

**E: [stress@isma.org.uk](mailto:stress@isma.org.uk)**

**W: [www.isma.org.uk](http://www.isma.org.uk)**

By visiting the NSAD pages on ISMA's website you will also find more information on stress including free downloads: **[www.nationalstressawarenessday.co.uk](http://www.nationalstressawarenessday.co.uk)**

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## Wellbeing and Resilience at Work

your top 10  
key steps to  
wellbeing and  
resilience at work



# Wellbeing

## 1. PUT YOURSELF FIRST:

If you eat & drink healthily, schedule regular physical activity that you enjoy & manage your time effectively, you'll be in a better position to help others.

## 2. PRIORITISE TASKS:

There are only so many things we can do well during each day, so choose your top 3 most urgent tasks each morning and make them your priority. Reschedule, renegotiate your commitments or delegate – you can make it happen!

## 3. MAKE TIME TO RELAX & MENTALLY UNWIND:

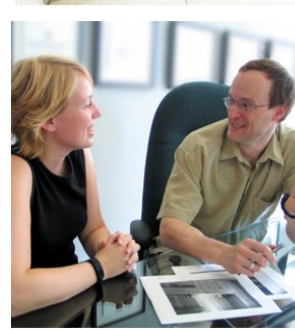
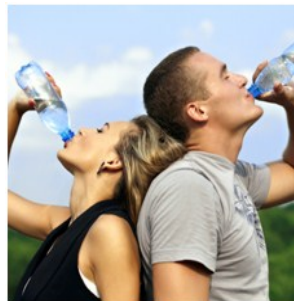
Relaxation, breathing & meditation exercises have been proven to be effective in reducing stress and anxiety, they are an ideal way to switch off AND they boost your immune system. Just a few minutes a day will pay huge dividends.

## 4. EMPATHISE WITH OTHERS:

There are many different behaviour styles that affect how we communicate with each other. Be aware that different people can perceive your words & actions in a way you didn't always intend. Take time to listen to others & look for solutions.

## 5. LIVE LIFE TO THE FULL:

Bring some fun into your life & spend a few minutes each day appreciating the good things you have in your life. This will help you to see opportunities for growth and learning, even from the most challenging situations.



# Resilience

## 6. BECOME AWARE OF YOUR NEEDS:

Know what is expected of you and what is reasonable. Take short breaks throughout the day & know when and how to say 'No' both at work & home.

## 7. REVIEW YOUR PRIORITIES:

If you're experiencing too much pressure or just have a lot going on in your life, staying focused isn't easy. It may help to ask for support from colleagues or friends & prioritise urgent, important & non-urgent tasks.

## 8. BELIEVE IN YOURSELF:

The key to stress-free living is to accept yourself for exactly who you are today, including past mistakes and things you might not be so proud of. Work on your self-belief and confidence and just go for it!

## 9. CONSIDER POSITIVE OPTIONS:

Try to adopt a more flexible thinking style which will improve your mental well-being, whilst reducing unnecessary pressure for both you and those around you. Practice being objective and understanding.

## 10. PROCRASTINATION STEALS YOUR TIME:

We often put off tasks that can become a recipe for worry. Take control & promise yourself a reward when you get it done.

Knowledge on its own won't make anything change



What makes it count is putting it into ACTION!

Always consult your GP if you are concerned about your health