



# Wellbeing and Resilience at Work

## Top 10 key steps to stress-free living.

**Remember, knowledge on its own won't make anything change,  
What makes it count is putting it into ACTION!**

- 1. TO 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.
- 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 then 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 WILL STEAL 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.

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