# Managing stress and burnout

Sometimes the source of our stress is obvious, such as a looming deadline or unexpected bill, but often it's a result of many smaller factors.

If we're struggling to shut off, the pressure can build up and take its toll on our lives both at work and at home.

Though we can't control everything that happens to us in life, what we can control is our reaction to the situation.



## The mind-body connection

While stress is usually linked to mental health, both physical and emotional symptoms may be experienced. It's important to recognise that the symptoms of stress and burnout may look different in different people.

Some common symptoms include:

### Appearance

- Neglecting appearance
- Looking tired
- Looking nervous
- Looking agitated

## Habits

#### More:

- Alcohol/caffeine
- Smoking
- Absenteeism

## Behaviour

- Irritable/argumentative
- Less sociable/friendly
- Memory problems
- Poor decision making

- Hunched shoulders
- Tired walk
- Less smiling
- Less joking/laughing

- Tardiness
- Accidents
- Taking work home

Less:

- Holidays
- Quality home time
- Exercise

- Hypercritical/inflexible
- Overreacting
- Loss of interest
- Poor performance
- Poor sleep



## Top tips for building resilience

It's important to look at how we can create the right circumstances within ourselves and our environment to reach a state of balance that helps rather than hinders us.

#### Plan ahead

While we can't predict the future, planning gives us some control over our time.

#### Keep in touch

A good chat with friends or colleagues can help you process your thoughts.

#### Stay active

Exercise is a great way to boost your feel-good hormones and release tension.

#### Give mindfulness a try

Meditation and breathwork can change pathways in the brain to reduce anxiety and boost your mood.

#### What could this look like at work?

#### Creating a healthy work-life balance

Being strict with your work-life balance is the best way to make time for rest and recovery. Create a clear separation between work time and personal time.

#### Communicating with your manager

Schedule regular meetings to discuss priorities, workloads and performance. This will ensure your expectations match and you can get the support you need.



## 5-minute square breathing for calmness

Tap your fingers to your thumb to count along. Repeat for five minutes to help your body relax.

- 1. Breathe in for a count of four.
- **2.** Hold your breath for 1...2...3...4.
- 3. Slowly exhale for a count of four.
- 4. Hold your breath out for four.

