

Work Well

Managing Stress at Work Challenge

TECHNOLOGY

Effective management of technology at work helps maintain focus.

- Avoid multitasking
- During meetings – pay attention
 - Put phone on “Do Not Disturb”
 - Do not check emails
 - Do not do other work
- Reduce technology interruptions by:
 - Creating set times to check messages
 - Refrain from logging in to personal email/social media



ORGANIZATION

An organized workday and workspace keeps you in the driver’s seat.

- Reprioritize “To-Do” list at start and end of workday
- Declutter your workspace by discarding, shredding, recycling, and reorganizing
- Create easy to identify folders for:
 - Paper files
 - Electronic files
 - Email
- Schedule “No Meetings” time for focused work
- Set times in day to respond to email



ENERGY

Optimizing your physical health provides you with energy throughout the workday.

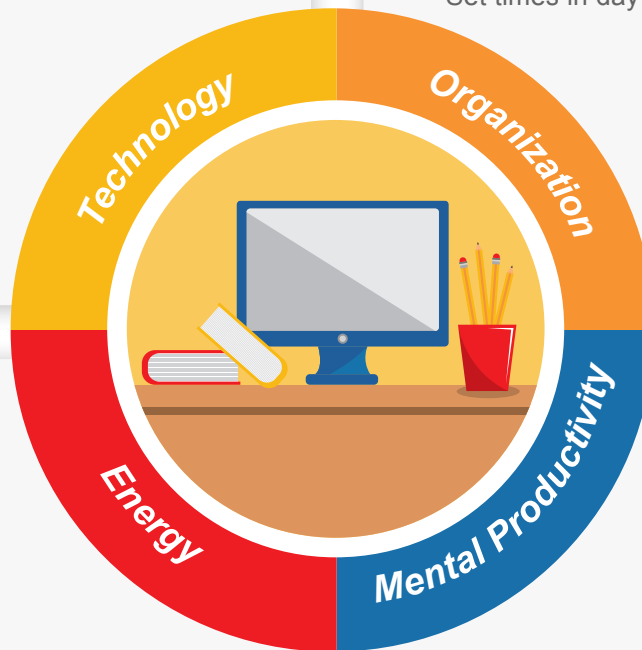
- Throughout the workday:
 - Eat healthy meals and snacks
 - Hydrate regularly with water
 - Time your caffeine boosts
- Add movement to workday:
 - Stand/walk while on phone
 - Schedule walking meetings
 - Take the stairs
 - Exercise during lunch break

MENTAL PRODUCTIVITY

MENTAL PRODUCTIVITY

Incorporating productivity practices throughout the workday keeps your mind sharp.

- Do challenging work when you have the most energy
- Give yourself deadlines and meet them
- Take regular breaks:
 - Listen to music
 - Brief meditation
 - Deep breathing exercises
 - Get outdoors for a change of scenery

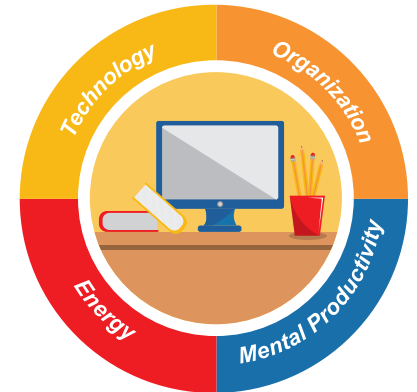


Managing Stress at Work Challenge



My Pledge

I pledge to try different strategies to help me manage stress at work. I am committed to making adjustments in organizing my workday and workspace, mental productivity, managing energy, and how I use technology so that I can Work Well and Live Well.



How the Challenge Works:

Jot down some adjustments in these 4 areas that you are willing to try so that you can manage stress at work.



Organization



Mental Productivity



Energy



Technology

1. _____	1. _____	1. _____	1. _____
2. _____	2. _____	2. _____	2. _____
3. _____	3. _____	3. _____	3. _____
4. _____	4. _____	4. _____	4. _____
5. _____	5. _____	5. _____	5. _____

Record your WorkWell activities:

Use a **check mark in the color-coded boxes** to record the days that you incorporated Organization, Mental Productivity, Energy, and Technology strategies at work to help you Work Well and Live Well. Use a **star** to record the days you managed stress well.

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
WEEK 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WEEK 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WEEK 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WEEK 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>