

How to Manage Stress at the Workplace

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Stress at the office is typical, good even. It pushes you to cope with the pressures at the office and to strive to accomplish what needs to be done for the day.

Be careful though, because excessive weight on your shoulders can take a toll on your productivity. And when productivity goes down, it becomes difficult to tackle your todo list, project milestones, weekly and monthly goals.

Quoting Lisa Quast in her article "[The Importance of Proactively Managing Workplace Stress](#)":

“ Although a certain amount of job stress is to be expected, stress in the workplace can be costly because it affects not just individual well-being but also organizational performance.

Here's the good news: there are **effective ways to manage stress at work**. With the right mindset and tools, you can overcome the burns of work pressure, replenish that love for your work, and get back on track.

- **Recognize and identify the negative energy.** By acknowledging the stress that grips you day in and day out, you are one step closer to coping and managing it effectively. HelpGuide.org lists [the symptoms and signs of excessive workplace stress](#).



- **Establish a stress-proof work environment.** According to Quast, recognition for outstanding work performance and opportunities for career development are just some of the characteristics of a stress-proof work environment at the office. If such a company culture is established within the workplace, everyone would be encouraged to keep up the great work.



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- **Smooth and stable communication.** Don't allow yourself to harbour ill feelings and resentment towards your colleagues, which can ruin your love for your work. Transparency within the company ensures that you and the rest of the team are dedicated to working together through thick and thin.
- **Create a balanced work schedule.** Due to the recession and the need to keep costs at an affordable level, you may find yourself trying to do so much with only a couple of people on your team. While this can't be helped, you can cope with the pressure by establishing a balanced work schedule for yourself. Prioritizing tasks and setting a period of time just for work can help sustain your productivity.



- **Don't be so hard on yourself.** Everyone deserves rest, especially after putting so much effort into the business. Give yourself a guilt-free break when you need it the most to keep yourself from feeling burnt out.

Running a business is in itself a difficult job that can leave you crawling under the intense stress. Take these tips with you to the office and start your work day with a light and ready mindset.

What are your stress-busting tips? Share them in the comments!

