

# Employee Assistance Program

## Managing Workplace Stress



While a certain amount of stress at work is common and can help keep you focused and driven, excessive workplace stress can negatively impact your health and wellness. Here are some tips to help reduce pressure at work.



- **Avoid overextending yourself.** Consider whether what's on your plate on a given day is something you "should" or "must" do. Focus on what is essential.
- **Define your boundaries.** Many of us feel the need to be responsive outside work hours, but that is not sustainable. Decide when to turn off your notifications and recharge.
- **Break large projects into smaller parts.** If something is particularly daunting and has you paralyzed or overwhelmed, try breaking it into smaller pieces.
- **Know when to step aside.** Asking for help and delegating is critical to avoiding burnout. Let others step in when they are able. Learning to give up some control is important to achieving balance.
- **Let go of perfectionism.** Do you find yourself spending more time on a project than you'd initially anticipated? It's possible that you're setting unrealistic goals for yourself which may not be attainable.
- **Clarify work expectations.** If you're feeling consistently overwhelmed by your work demands, check in with your supervisor. Discuss priorities and revisit goals so that you're on the same page.

*Reference:* Segal, J., Smith, M., Robinson, L, and Segal, R.. "Stress at Work." HelpGuide.org. Accessed November 11, 2023 from <https://www.helpguide.org/articles/stress/stress-in-the-workplace.htm>

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**Are you feeling overwhelmed most of the time?  
Call your Employee Assistance Program for strategies that can help.**



### Your Employee Assistance Program (EAP)

If you or someone you know is struggling with mental health issues, consider contacting your EAP for guidance and support. The EAP offers confidential, no-cost, professional counseling with a licensed mental health professional. Reach out to your human resource department for the toll-free number today.