



# WORK STRESSORS?

## 6 HACKS TO THE RESCUE

# ONE



## DON'T TAKE THINGS PERSONALLY OR MAKE ASSUMPTIONS

### GIVE COLLEAGUES THE BENEFIT OF THE DOUBT

- It's easy to misinterpret body language and tone of voice.
- For example, if someone's eyebrows are furrowed or their forehead is wrinkled, we tend to assume they're upset with us when it's more likely they're just deep in thought.
- Tone of voice can be misunderstood when someone is simply rushed or anxious about a deadline, or trouble-shooting a problem – it's not meant to be rude.
- When you find yourself overthinking in this way, remember that everyone's thinking more about themselves than they are about others!



TWO

**PLAN AHEAD**

MAKE “AHEAD” YOUR  
WORD OF THE DAY  
EVERY DAY

LOOK AHEAD TO WHAT’S NEEDED WHEN...  
AND PLAN FOR IT

That sense of relief when you complete something is short-lived unless you know what’s next and start on it pretty quickly.

# THREE

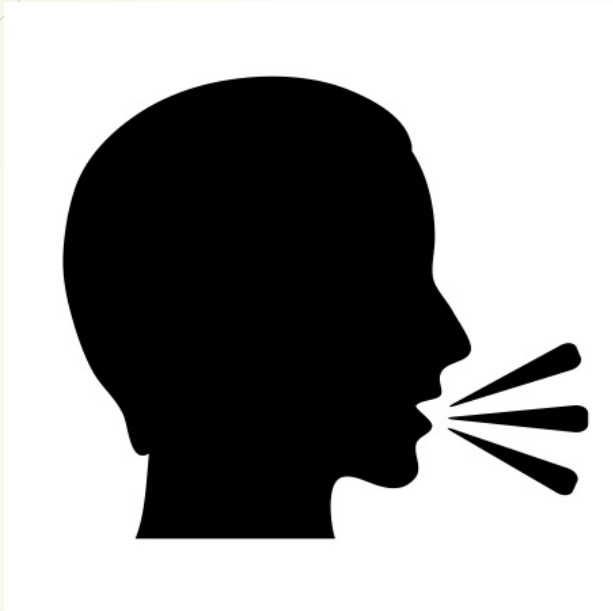


## NOT A MIND READER?

NEITHER ARE OUR BOSSES OR COLLEAGUES

Express your needs - no one knows them better than you

- If you need more feedback, say so
- If you need a plateful of projects prioritized, ask your supervisor what order to put them in
- Whatever it might be, voice it



## EXPRESSING YOUR NEEDS

- Means taking responsibility
- Puts you in control of getting your needs met
- And keeps you on track by saving time and energy



FOUR

FEEL LIKE YOU'RE GOING  
CROSS-EYED?



TAKE FREQUENT BREAKS FROM YOUR  
COMPUTER AND PHONE

- Close your eyes and cup your hands over them for 20 seconds
- Blink regularly while on your computer
- Drink water to keep your eyes hydrated

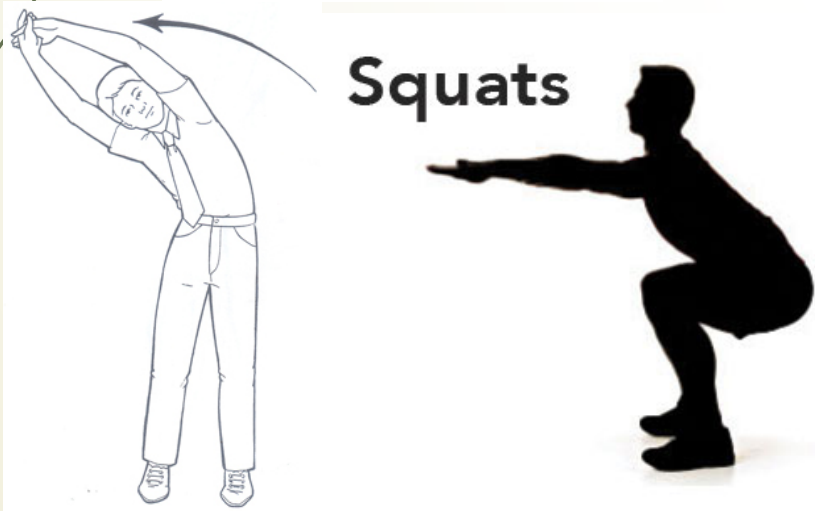
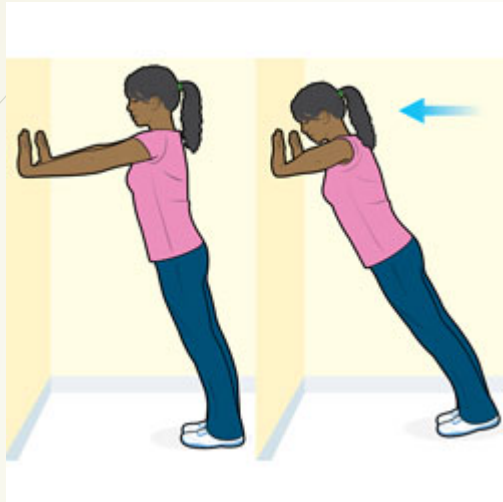
# FIVE



## TAKE A BREAK WHEN THERE'S NO TIME FOR ONE

- Pop outside for some fresh air
- Walk 2 minutes out & 2 minutes back... you won't miss a thing yet you'll feel refreshed and re-energized
- Can't get outside? Simply gaze out a window for a minute

# SIX



## LITTLE HABITS

With every restroom break, choose a little exercise to do before heading back to your desk, such as:

- 5 wall push-ups
- 4 squats
- 2 sets of side stretches
- 5 waist twists

Pick just one movement and stick to the low number of reps – it's a little habit, meant to be quick to remain doable.