Tips for Coping with Workplace Stress

Schedule Breaks

- Plan short breaks to step away from overstimulating environments (e.g., dim room, quiet space).
- Use noise-canceling headphones, sunglasses, or fidget tools as needed.

Use a Schedule & To-Do Lists

- Use checklists, calendars, or apps like *Calendar* or *Reminder List* to break tasks into steps. This keeps things predictable and reduces anxiety as well as help create routine and maintain engagement.

Monitor and understand YOUR emotions.

- Use a color card system or app to track your feelings throughout the day

🟢 Green: Calm
🟡 Yellow: Stressed
🔴 Red: Overwhelmed — I need a break!

Maintaining Balance

Deep Breathing (4-7-8 Method)
Inhale for 4 seconds, hold for 7, exhale for 8.
Repeat 3 times to calm your body and clear your mind.

Movement Breaks
Take a short walk, stretch, or do desk exercises every couple of hours to release energy and improve focus.

Advocate for YOU!

- Practice what to say in common situations like asking for a break or help.

Builds confidence and reduces stress

Safe Exit Plan

- Know when and where to go if overwhelmed. Tell a *trusted person,* **"I need a moment to reset."**