

Health and well-being

FACT SHEET

10 WAYS TO STOP WORRYING:

A little concern about your work is good, but too much clouds the mind. Here are ten tips to recall next time you start to get anxious.

1. Take charge. Worrying is good in moderation, as it keeps you on your toes; but wallowing is just pointless. You can prep your team until they know the presentation inside out; you can't change their mood when they deliver. Accept what you can't change and have courage to get on with the things you can.
2. Manage expectations. Set clear goals with your colleagues and clients, but recognise that these will change. As soon as you experience excessive demands and unrealistic timescales, appraise the situation. Pinpoint worries and communicate them with your team.
3. Get to the heart. Ask yourself: 'what's the real issue?' If you're worried about your morning meeting, is it more your relationship with the client or your fear of failure? Understand the root of your anxiety and focus on doing something about it.
4. Think positively. Optimists live longer and achieve more, according to psychologist Martin Seligman. A more positive outlook allows us to worry less about a negative outcome and bounce back quicker when mistakes are made.
5. Reduce the importance. When it all goes wrong, don't panic. If brochures are sent out with an error, how many people will notice? Not many. Playing down the probability of a negative outcome is a powerful way to counteract distress.
6. Take a bird's eye view. Imagine that you're very far away from the situation. By distancing your thinking and stopping it from being scrambled by emotions, you can see more clearly what needs to be done.
7. Change your mind. Instead of dreading collaborating with a difficult colleague, reframe how you see them. Think: X is very good her job, even if she is short tempered. This will prevent unhelpful emotions taking over and causing needless worry.
8. Seek social support. Share your concerns with colleagues who've been through similar experiences. You'll gain useful insights and coping strategies, while articulating your feelings will reduce anxiety.
9. Escape. Go to the movies, retreat to the country, workout at the gym; shifting your focus gives both mental relief and physical reprieve. You'll return with a fresh perspective, ready to tackle the issue head on.
10. Remember - you are not your job. Your job may be an important part of your life, but you are more than your job title alone. Keeping in mind that you have an existence outside of work will help you keep workplace worries in manageable perspective.

Contact LifeCraft for more information on running the Champion in Health and Wellbeing Management accreditation in your organisation.
Email: enquiries@lifecraft.co.uk Tel: 01239 711799

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