

Techniques for Managing Stress in the Workplace

Target Audience: All Willow Corp employees

Learning Objectives:


1. Identify techniques for managing stress in the workplace


Seat Time: 3 minutes

Outline:


- Introduction
- Scene 1: Identifying workplace stressors
- Scene 2: Prioritizing and Organizing
- Scene 3: Effective Time Management
- Scene 4: Healthy Lifestyle Choices
- Scene 5: Mindfulness and Relaxation
- Scene 6: Effective Communication
- Scene 7: Setting Boundaries
- Scene 8: Social Support
- Scene 9: Seek Professional Help
- Conclusion


Directions: Video will be developed in Camtasia with voiceover in Amazon Polly. All assets can be found in the “Managing Stress” Dropbox folder. The left column contains visual assets displayed for each scene. The right column is the narration script.

Introduction	
Visual / Display:	Narration / Voiceover:
	<p>Welcome to our e-learning video on "Techniques for Managing Stress in the Workplace." In today's fast-paced world, workplace stress is a common challenge. But fear not, as we're here to equip you with practical techniques to help you manage and reduce stress effectively. Let's dive right in!</p>

Scene 1: Identifying Workplace Stressors	
Visual / Display:	Narration / Voiceover:
<p>Video by Tima Miroshnichenko from Pexels: https://www.pexels.com/video/a-woman-feeling-fatigue-by-over-working-5717001/</p> 	<p>The first step in managing workplace stress is identifying its sources. Stressors can vary from person to person, but common ones include heavy workloads, tight deadlines, conflicts, and work-life imbalance. Take a moment to reflect on what's causing stress in your workplace.</p>

Scene 2: Prioritizing and Organizing

Visual / Display:	Narration / Voiceover:
 <p>The diagram is a 2x2 matrix. The vertical axis is labeled 'Important' at the top and 'Not Important' at the bottom. The horizontal axis is labeled 'Urgent' on the left and 'Not Urgent' on the right. The quadrants are: Top-Left (Green): 'Do' with a lightbulb icon, 'Do it now'; Top-Right (Blue): 'Decide' with a calendar icon, 'Schedule a time to do it'; Bottom-Left (Purple): 'Delegate' with a person icon, 'Who can do it for you?'; Bottom-Right (Grey): 'Delete' with a trash can icon, 'Eliminate it'.</p>	<p><i>Once you've identified stressors, it's time to prioritize and organize your tasks. Use techniques like the Eisenhower Matrix to categorize tasks as urgent, important, less important, or non-urgent. Focus on high-priority tasks and delegate when possible.</i></p>

Scene 3: Effective Time Management	
Visual / Display:	Narration / Voiceover:
 <p>The image shows a desk with an open calendar, a pen, and a laptop. The laptop screen displays the time 14:41.</p>	<p><i>Effective time management is crucial. Use tools like to-do lists, calendars, and time-blocking to structure your day. Remember to schedule short breaks to recharge and avoid burnout.</i></p>

Scene 4: Healthy Lifestyle Choices

Visual / Display:

Video by Polina Kovaleva from Pexels:

<https://www.pexels.com/video/a-person-slicing-up-the-carrots-by-using-a-knife-5645055/>



Narration / Voiceover:

A healthy lifestyle can significantly reduce workplace stress. Ensure you get enough sleep, maintain a balanced diet, and engage in regular physical activity. These habits can boost your resilience to stress.

Scene 5: Mindfulness and Relaxation

Visual / Display:



Narration / Voiceover:

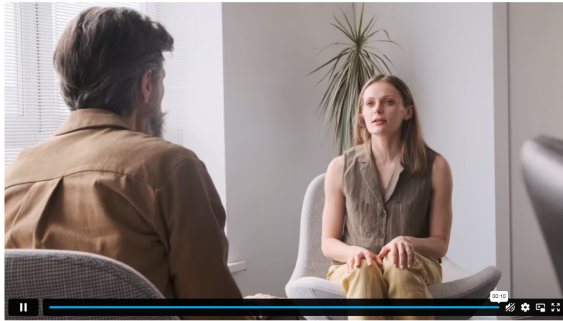
Mindfulness techniques, such as deep breathing exercises and meditation, can help you stay present and calm during stressful situations. Practice them regularly to build resilience.

Scene 6: Effective Communication

Visual / Display:

Video by Edmond Dantès:

<https://www.pexels.com/video/man-and-woman-discussing-so-me-issues-4435751/>



Narration / Voiceover:

Open and honest communication is key to managing stress in the workplace. Discuss your concerns with your supervisor or HR, and seek support when needed. Don't be afraid to ask for help.

Scene 7: Setting Boundaries

Visual / Display:



Narration / Voiceover:

Setting clear boundaries between work and personal life is essential. Avoid checking emails or working outside of your designated hours. Disconnecting allows you to recharge and maintain a healthy work-life balance.

Scene 8: Social Support

Visual / Display:

Video by Mental Health America (MHA):

<https://www.pexels.com/video/women-talking-outside-5544413/>



Narration / Voiceover:

Surround yourself with a support network of colleagues, friends, and family members. Sharing your feelings and experiences can provide emotional relief and different perspectives on managing stress.


Scene 9: Seek Professional Help

Visual / Display:



Narration / Voiceover:

If workplace stress becomes overwhelming and persistent, consider seeking professional help. Many organizations offer Employee Assistance Programs (EAPs) that provide counseling and support.

Conclusion	
Visual / Display:	Narration / Voiceover:
<p>Video by Mikhail Nilov: https://www.pexels.com/video/man-sitting-on-a-swivel-chair-7682572/</p> 	<p><i>In conclusion, stress in the workplace is a common challenge, but with the right techniques and strategies, you can manage and reduce it effectively. Remember to identify stressors, prioritize tasks, maintain a healthy lifestyle, and seek support when needed. By taking these steps, you'll be better equipped to thrive in your work environment.</i></p> <p><i>Thank you for watching our video on "Techniques for Managing Stress in the Workplace." We hope you found it helpful. Take care of yourself and remember, a balanced and stress-free work life is within your reach.</i></p>