

**TARGET DURATION:** 3 minutes

**AUDIENCE:** People who want to be mindful and find their inner sense of calm when beginning to feel overwhelmed or stressed out in the workplace under project management, collaboration, or anticipating deadlines.

**GOAL:** To increase productivity by providing employees with tools that are quick and easy ways to be mindful of their heightened nerves and how to reduce their emotional mindset at work before workplace stress becomes too overwhelming.

**NARRATION:**

Welcome! This video focuses on providing five tips to de-stress in the workplace.

Managing workplace stress is essential for your well-being and productivity. In this video, you will identify and learn 5 tips to de-stress in the workplace, specifically designed for all employees to help reduce stress in the working environment. As you encounter different suggestions, it is always best to be mindful of different techniques that are quick and effective to calm a heightened state of overwhelming feelings, state of a panicked mindset, or overall nervousness.

The first tip is to practice mindfulness and deep breathing. You can take short breaks throughout the day to practice mindfulness and deep breathing exercises. This can help you stay focused and calm. Try techniques like the 4-7-8 breath, where you inhale for four seconds, hold for seven seconds, and exhale for eight seconds. This can quickly reduce stress levels.

The next tip focuses on getting yourself organized and setting your tasks in a prioritized order. When you feel overwhelmed with many tasks and deadlines, this can contribute to an increase in your workplace stress. In order to better manage your stress level, you can create to-do lists, set clear priorities, and break tasks into smaller, more manageable steps. This can help you maintain control over your workload and reduce anxiety.

Another tip focuses specifically on time management. Efficient time management can significantly reduce workplace stress. Using techniques like the Pomodoro Technique, where you work for 25 minutes and then take a 5-minute break can provide you with time to set your tasks and take brain breaks. This allows you to step away to refocus your thoughts on your work without overwhelming yourself and zoning out in the process. This structured approach can enhance your focus and prevent burnout.

Maintaining Healthy Habits is another tip that can lead to success in de-stressing your work, leading to a more balanced workplace experience. Don't neglect your physical health. Ensure you get enough sleep, eat balanced meals, and engage in regular physical activity. These habits can improve your resilience to stress and boost your overall well-being.

The last tip suggests creating a relaxing workspace. When you personalize your workspace to make it more comfortable and relaxing, you can immediately feel secure and calm. Decorating with plants, calming colors, or personal items will make you feel at ease. A tidy and organized workspace can also

reduce stress by eliminating unnecessary distractions. The less clutter you have, the more at ease you will be.

Remember that everyone's experience with workplace stress is unique, so it's essential to find strategies that work best for you. Additionally, don't hesitate to seek support from colleagues, supervisors, or a mental health professional if you find that workplace stress is becoming overwhelming or persistent.