



Top ten strategies to ease anxiety at work



Ellice Whyte
Business
Psychologist



Katharine Metters
Lead Consultant
in Ergonomics

True or False?

Stress and anxiety are the same thing

False: Stress is the psychological and physiological response to a threat or danger. Anxiety is an emotion characterised by fear or apprehension of possible threats.

The causes of anxiety are the same for everyone

False: Something that causes you anxiety may not be the same for others. For example, a deadline may be helpful for one person but may cause anxiety for another.

Anxiety is normal

True: It's a natural response designed to keep us safe from possible threats to our wellbeing, however, if excessive, persistent and interfering with your day-to-day life, it might be an anxiety disorder

Anxiety disorders are rare and only affect a small %

False: 58% of employees are experiencing at least mild symptoms of anxiety with younger employees more impacted (Champion Health, 2023).

What causes anxiety?

Using the chatbox, list as many triggers of anxiety you can think of.

Exploring the daily grind...

From breakfast to bedtime!



Tumble out of bed and I stumble in the kitchen...

**Sleep is incredibly important for our
mental and physical health**

- Try get between 6-8 hours of sleep
- Keep a regular routine (even if you work shifts)
- Practice good 'sleep hygiene'

If you struggle with sleep:
get advice from your EAP: Lifeworks
or talk to your doctor



...pour myself a cup of ambition

Careful of your caffeine!

Tea, coffee, energy drinks, sports drinks, chocolate milk, soda, matcha, Kombucha, protein shakes, etc.

Chocolate, energy bars, ice cream, chewing gum, breath mints, instant oatmeal/porridge, nuts.



This or that?

Which style of communication do you think would cause less anxiety and why?

New Message

To Colleague

Subject Request

Hi,
Could you look at this
Geoff

SEND

🔍 😊 ⬇️ 📎 🖼️ 🔗 ☆ 🗑️

New Message

To Colleague

Subject Request

Good morning Ellice!
How was your weekend? Could you look at this please?
Speak soon, Geoff

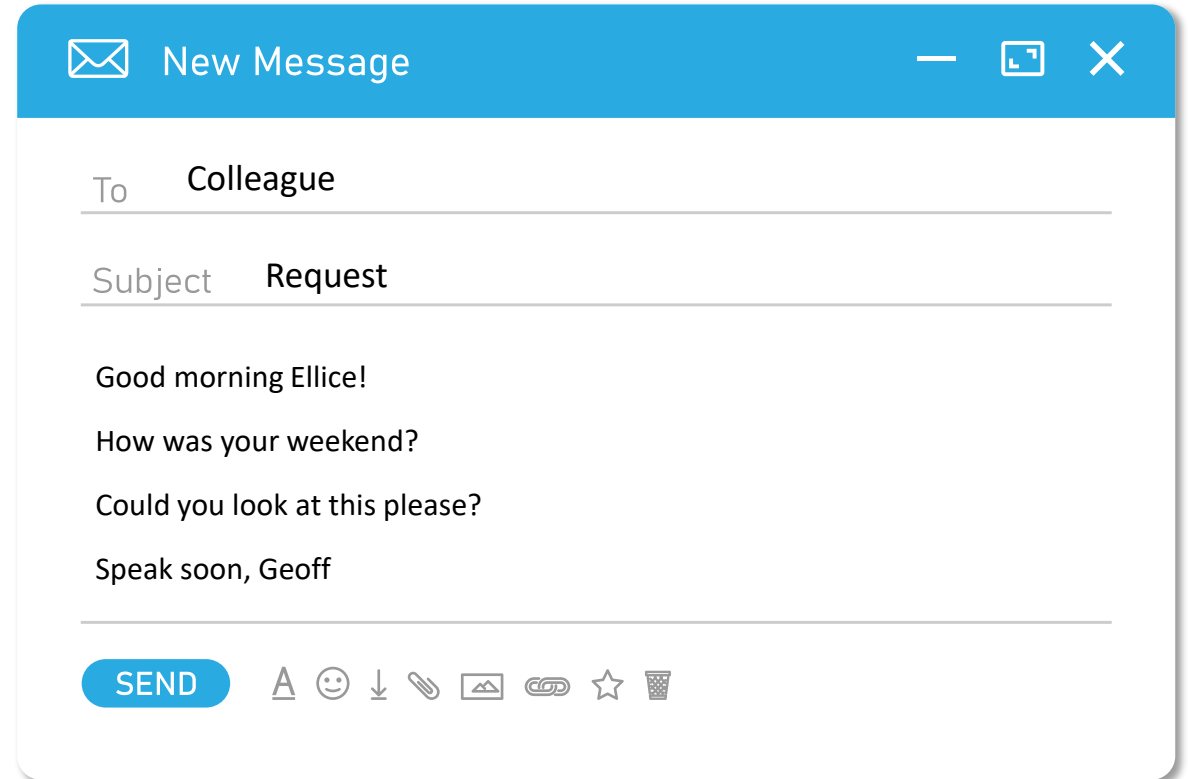
SEND

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Communication matters

Our managers have just as much an impact on our mental health as our partners do! (2023)

- Longer than 10 words
- Use of emojis and !
- Personal question
- Polite sign-off

A screenshot of a 'New Message' email composition window. The window has a blue header with an envelope icon, the text 'New Message', and window control icons (minimize, maximize, close). The 'To' field contains 'Colleague' and the 'Subject' field contains 'Request'. The message body text reads: 'Good morning Ellice!', 'How was your weekend?', 'Could you look at this please?', and 'Speak soon, Geoff'. At the bottom, there is a blue 'SEND' button and a row of icons for text formatting, emojis, list creation, attachments, images, links, stars, and trash.

What is your commute
like to work?

The dreaded commute

Commuting to work makes you unhappy and anxious, particularly if you spend more than half-an-hour on a bus, according to a study on the wellbeing of workers by the Office for National Statistics.

What do you do during the commute?



Media consumption

From seeing negative news stories to unrealistic lifestyles and filtered reality, media consumption fuels our fear.

Consider media consumption and limit your use throughout the day

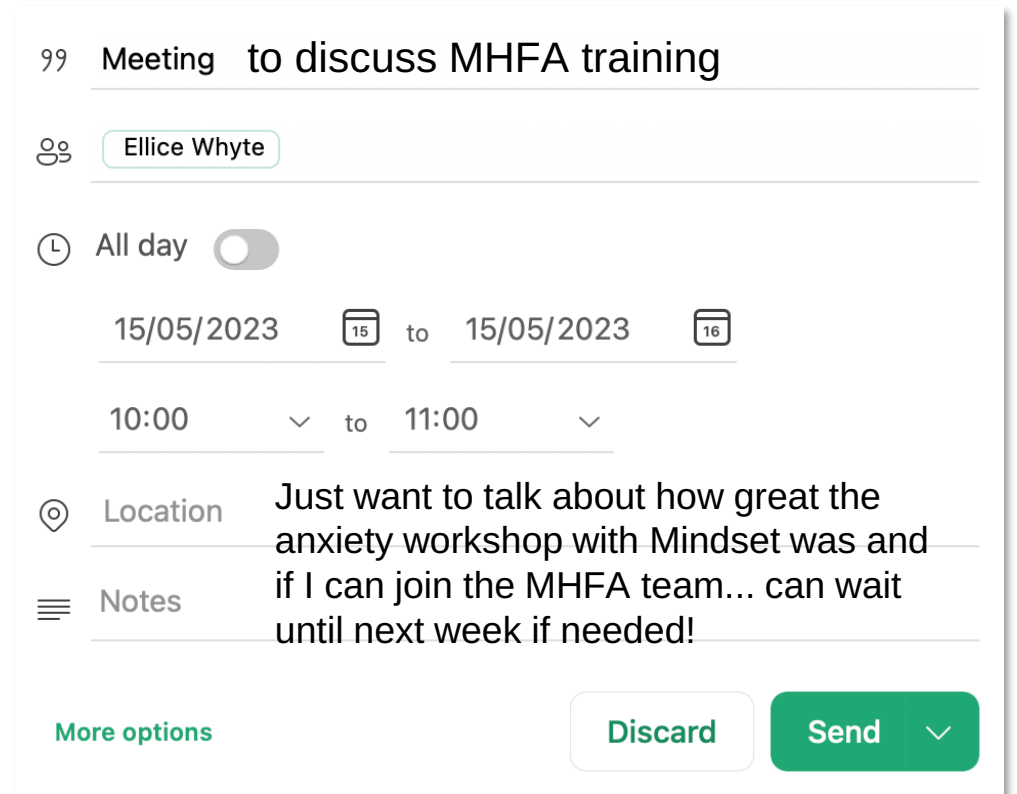


We need to talk...

Meetings with agendas!

Meetings titled 'meeting' or 'catch-up' can often trigger anxiety.

Always **set an agenda**, however small, or at least reassure the person with a note to say **why** you're meeting!

A screenshot of a meeting creation interface. The title is 'Meeting to discuss MHFA training'. The organizer is 'Ellice Whyte'. The meeting is set for 'All day' on '15/05/2023' from '10:00' to '11:00'. The location is 'Just want to talk about how great the anxiety workshop with Mindset was and if I can join the MHFA team... can wait until next week if needed!'. The notes field contains the same text. At the bottom, there are buttons for 'More options', 'Discard', and 'Send'.

Who takes their full break time without working?
Away from their workspace?

Be honest!

Time for a break

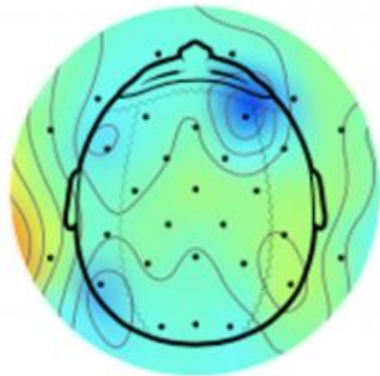
Take and encourage breaks

Working through lunch, eating at your desk and not taking breaks contributes to:

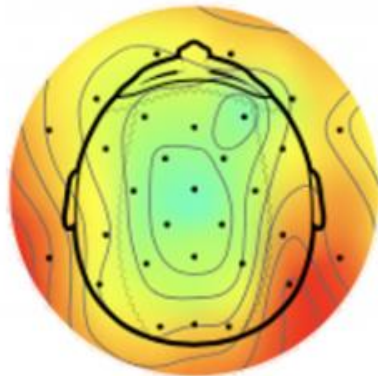
- Burnout
- Anxiety
- Decreased productivity
- Physical health issues



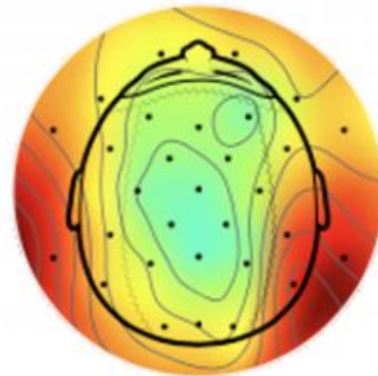
No Break



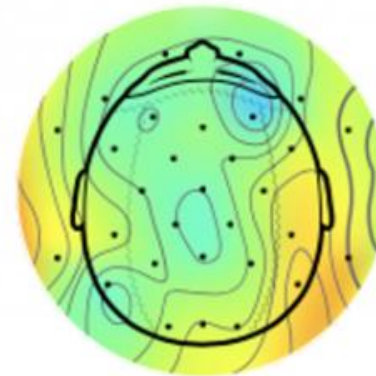
Meeting 1



Meeting 2

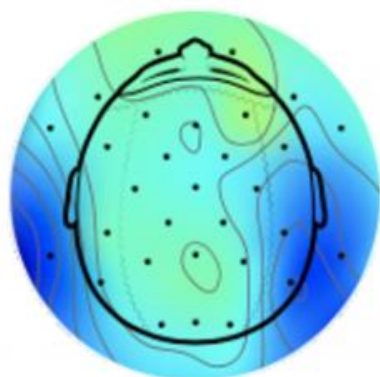


Meeting 3

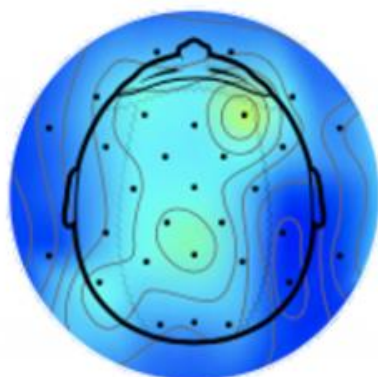


Meeting 4

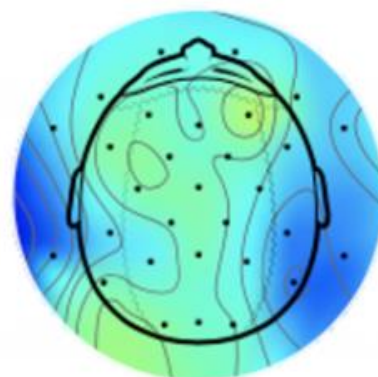
Break



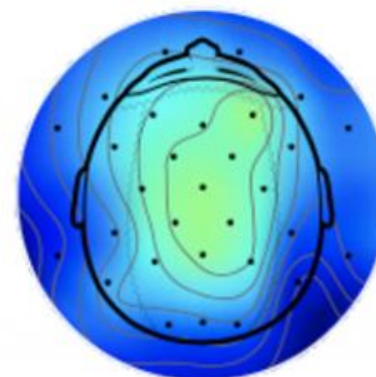
Meeting 1



Meeting 2



Meeting 3



Meeting 4

It pays to praise

Clear expectations and regular supportive feedback is vital

- Create a positive work environment
- Reduce uncertainty
- Improve performance
- Boost confidence and morale
- Prevent mistakes

When you have not been clear enough on what constitutes good job performance



Keep on moving!

Minimal movement increases anxiety

Exercise and movement can help to release tension in the body and boost the release of endorphins, which can improve our mood and reduce anxiety.



It's beer o'clock!

Alcohol has a significant impact on anxiety both short-term and long-term.

While alcohol may provide temporary relief from anxiety, it can certainly make it worse.



Who checks their email/comms
channels outside of work?

Be honest!

You'll feel switched on if you don't switch off!

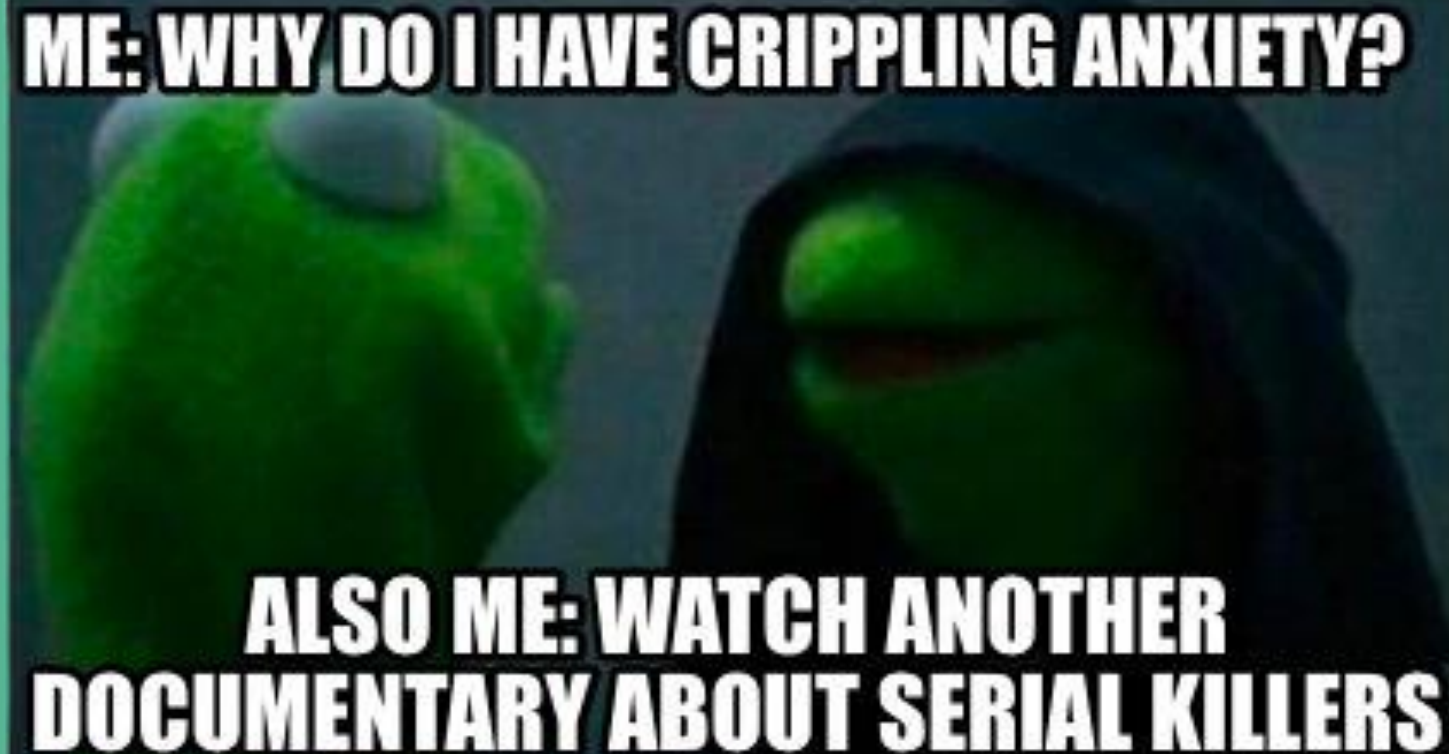
Employees: set boundaries and try to keep a healthy boundary between yourself and work

Managers: Set clear and manageable expectations for work-life balance and communicate them regularly



Things to also consider:

- Finances
- Conflicts
- Physical health
- Menopause
- Neurodiversity
- Personality
- Free time/hobbies



Support is out there

You are not alone. Millions of people experience anxiety in the UK and help is available both in and outside of work.



Taming the anxious mind

- #1 Get enough sleep
- #2 Careful of your caffeine
- #3 Conscious communication
- #4 Commute mindfully
- #5 Be aware of media impacts
- #6 Meetings with agendas
- #7 Take breaks between meetings and for lunch
- #8 Praise each other and yourselves
- #9 Move throughout the day
- #10 Abstain from alcohol
- #11 Switch off





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