

How can I look after my wellbeing at work?

www.mindwell-leeds.org.uk



Take time to relax every day

- Slow down, relax your shoulders & breath more naturally.
- Try breathing exercises, yoga, aromatherapy & Mindfulness to help to you to feel calmer.

www.mindwell-leeds.org.uk/relax



Eat healthy

- Eat a balanced lunch with fresh veg & protein.
- Take some healthy snacks to work - ditch the sugary snacks & crisps.
- Drink no more than two cups of coffee a day.
- Drink herbal teas & plenty of water.

www.mindwell-leeds.org.uk/look-after-yourself



Take proper breaks

- Take a lunch break away from your desk - sit with your colleagues or go for a mindful walk.
- Take your holidays - working under pressure for months without stopping can allow stress to build up.
- Pace yourself - working long hours & taking work home will increase tiredness & anxiety.
- Create time for yourself each day - build in at least 30 minutes to shut off & do something you enjoy.



Manage your time

- Try to prioritise - schedule time each day to review your big to-do list & decide what needs doing today. Think about which tasks are important as well as urgent & try to concentrate on one task at a time without feeling overwhelmed.
- Try to organise your workload - start to plan projects early so that you can set deadlines for yourself & flag any problems to your manager.
- Plan for the unexpected - create some slack so you can react to unexpected demands & tasks.



Sleep well

- Create a nightly routine to help you sleep.
- Switch off digital devices after 9pm - turn off your mobile & laptop.
- Tackle any worries keeping you awake.
- Practise relaxation & breathing exercises.

www.mindwell-leeds.org.uk/sleep



Look after your health

- Take 30 minutes of moderate exercise per day - take a stroll at lunchtime, ride your bike to work or find something you enjoy.
- Stop smoking - it will only make you feel more anxious.
- Avoid drinking alcohol after a stressful day - swap a drink for relaxation!

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Spend time with colleagues

- Try to eat your lunch with colleagues - a few times a week to have a chat & catch-up.
- Organise some team lunches - ask your colleagues to bring in one dish to share & sit down together to catch up. Or try a team crafting activity!
- Take part in work social activities like sports clubs, craft groups, social outings, book clubs, baking competitions or charity fundraising.



Reduce the pressure

- Try talking to your manager - if you are struggling or not clear about your role or objectives.
- Try to be realistic - are you expecting too much of yourself? What can wait, what's important & can anyone else help?
- Keep your desk tidy - a calm working space can help reduce unnecessary stress.
- Divide problems up - break problems up into realistic chunks & create time in your diary for projects & routine work.
- Don't keep problems to yourself - try talking it through with a friend or colleague you trust.