

Workplace Stress Assessment

Workplace stress impacts wellbeing, performance, and team morale. This assessment helps identify sources of stress, measure their impact, and guide proactive steps to create a healthier, more balanced work environment.

1. Purpose of This Tool
\square Identify the main causes and symptoms of workplace stress.
\square Understand how stress affects performance and relationships.
☐ Support early intervention and prevention strategies.
☐ Encourage open discussion about wellbeing and workload.
☐ Promote a culture of care, balance, and resilience.
Tip: The goal is not to remove all stress, but to keep it at healthy, manageable levels.
2. Personal Stress Awareness Self-Assessment
Rate each statement from 1 (Never) to 5 (Always).
Statement Rating (1–5)
I feel tense or anxious during my working day.
I find it difficult to switch off after work.
I often feel under pressure to meet deadlines.
I struggle to concentrate for long periods.
I feel physically tired or drained by mid-afternoon.
I notice irritability or frustration towards colleagues.
My motivation has dropped recently.
I have frequent headaches, tension, or poor sleep.
I rarely take breaks when I am busy.
I feel that my workload is consistently too high.



Scoring Guide

- 10–20: Low stress maintain healthy habits.
- 21–35: Moderate stress monitor and apply coping strategies.
- **36–50:** High stress take action and discuss support options.

Tip: Review scores monthly to identify patterns or rising pressure.

3. Organisational Stress Factors							
Source	Description	Impact (1– 5)	Control Level (High / Medium / Low)				
Workload							
Role Clarity							
Team Relationships							
Leadership Support							
Recognition and Reward							
Work Environment							
Change or Uncertainty							
\square Discuss high-impact areas within team meetings or one-to-ones.							
Tip: Stress is often caus	ed by unclear	expectations	s, not volume of work.				
4. Stress Symptoms Tra	acker						
Date Physical Sympto	ms Emotiona	al Signs Beha	vioural Changes Notes				
□ Use this tracker to spo	ot early warnir	ng signs befoi	e they escalate.				
Tip: Early recognition helps prevent long-term burnout.							



Notes

5. Stress Response Reflection

Immediate Situation _	Thought or	Recovery Action	•
Reaction	Feeling	Taken	5)
☐ Capture stressful situati	ons to understan	d triggers and respo	nses.
Tip: Learning how you resp	ond to stress imp	proves emotional co	ontrol and resilience.
6. Coping Strategies Inve	ntory		
Strategy	Frequency of Use	Effectiveness (1– 5)	Notes / Improvement Ideas
Taking breaks			
Physical activity			
Talking to colleagues or manager			
Time management or prioritisation			
Relaxation or mindfulness	i		
Seeking professional support			
☐ Identify which strategies	are working and	which need adjustir	ng.
Tip: Building several copin	g options gives fle	exibility when press	ure rises.



7. Support Network Review

Person or Resource Role Type of Support Frequency of Contact						
Manager						
Colleague						
Mentor / Coach						
HR / Wellbeing Team						
Family / Friends						
\square List people and resources you can turn to for help or perspective.						
Tip: Support networks protect against isolation and stress overload.						
8. Workload and Recovery Balance						
Area Current Status (1–5) Improvement Action						
Hours worked vs contracted						
Breaks during the day						
Time away from screens						
Workload delegation						
After-hours communication						
\square Make adjustments where imbalance is consistent.						
Tip: Productivity improves when recovery is prioritised equally with output.						
9. Personal Action Plan						
Stress Source Change or Habit to Introduce Start Date Review Date Progress						
$\hfill\Box$ Focus on two or three key actions that will make the biggest difference.						
Tip: Incremental improvements build long-term resilience.						



10. Discussion and Follow-Up

☐ What support do I need from my manager or organisation?
☐ What boundaries or adjustments could reduce my stress?
□ Which healthy habits can I commit to maintaining daily?
\square How will I track progress and check in regularly?
Tip: Open, honest conversations about wellbeing help create healthier, higher-performing workplaces.

How to Use This Assessment

Use this tool quarterly or whenever workload feels unmanageable. It can be completed individually or as part of a wellbeing check-in between manager and employee. Combine it with the Wellbeing Conversation Framework and Resilience Building Plan to sustain health, balance, and performance across the organisation.

Notes