

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

- ☐ Identify the main causes and symptoms of workplace stress.
- ☐ 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			

☐ Discuss high-impact areas within team meetings or one-to-ones.

Tip: Stress is often caused by unclear expectations, not volume of work.

4. Stress Symptoms Tracker

Date Physical Symptoms Emotional Signs Behavioural Changes Notes

☐ Use this tracker to spot early warning signs before they escalate.

Tip: Early recognition helps prevent long-term burnout.

5. Stress Response Reflection

Situation	Immediate Reaction	Thought or Feeling	Recovery Action Taken	Effectiveness (1–5)
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☐ Capture stressful situations to understand triggers and responses.

Tip: Learning how you respond to stress improves emotional control and resilience.

6. Coping Strategies Inventory

Strategy	Frequency of Use	Effectiveness (1–5)	Notes / Improvement Ideas
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Taking breaks

Physical activity

Talking to colleagues or manager

Time management or prioritisation

Relaxation or mindfulness

Seeking professional support

☐ Identify which strategies are working and which need adjusting.

Tip: Building several coping options gives flexibility when pressure rises.

Notes

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?
- ☐ 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