



Practical Tools to Reduce Workplace Stress & Build Resilience

Why This Toolkit?

Stress is one of the biggest challenges in the workplace today, affecting productivity, morale, and mental health. As an HR professional, you're often the go-to person for support—but who's supporting you?

This toolkit gives you **practical, no-fluff tools** to help you **spot the early signs of stress, support employees effectively, and create a healthier workplace.** Plus, I tailor everything to fit your business—just let me know what keeps you awake at night!

1. Recognising Workplace Stress

Spot the Early Signs

- 👁️ Increased absenteeism or lateness
- ⚡ Short temper, withdrawal, or lack of motivation
- 🧠 Difficulty concentrating or making decisions
- 🤯 More headaches, fatigue, or tension-related complaints
- 📉 Drop in performance or engagement

The Stress Cycle – Why It Matters

Trigger → Thought Pattern → Emotional Response → Physical Reaction → Coping Habit (good or bad!)

💡 **Break the cycle by changing thoughts and responses before stress builds up.**

2. Practical Stress-Relief Tools for Employees

Encourage employees to use **quick resets** to regain control when stress hits:

Instant Reset Tools (Under 2 Mins!)

- **Box Breathing** – Inhale for 4, hold for 4, exhale for 4, hold for 4.
- **5-4-3-2-1 Technique** – Name 5 things you see, 4 you feel, 3 you hear, 2 you smell, 1 you taste.
- **Power Pose** – Stand tall, hands on hips for 2 mins to boost confidence.

Longer-Term Strategies

- ◆ **Reframing Thoughts (NLP Tool!)** – Ask: *“What if the opposite were true?”* This shifts the brain away from worst-case thinking.
 - ◆ **Work Boundaries** – Encouraging switch-off time reduces burnout.
 - ◆ **Movement Matters** – Walking meetings, stretch breaks, anything to get people moving.
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3. Small Tweaks = Big Workplace Wins

Here’s how to **reduce stress and boost well-being** at work:

- ✓ **Encourage Real Breaks** – No eating at the desk! Time away boosts focus.
 - ✓ **Regular Check-ins** – A simple “How’s your workload?” can prevent burnout.
 - ✓ **Flexibility Where Possible** – A small shift in hours can massively reduce stress.
 - ✓ **Make Well-being Normal** – If leaders talk openly about stress, others will too.
 - ✓ **Tackle Workload Issues Early** – Don’t wait until someone is drowning.
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4. Supporting Employees – What to Say

Sometimes, knowing what to say is the hardest part. Here are some easy ways to start the conversation:

- 💬 *"You've seemed really overloaded lately—what's going on?"*
- 💬 *"What would help take the pressure off?"*
- 💬 *"Is there anything we can tweak to make this more manageable?"*

Stress isn't always about work, but **a supportive workplace makes all the difference.**

5. Let's Make This Work for You

No two businesses are the same, so I tailor everything to fit your organisation.

- ✦ Want a **stress-busting workshop** for your team?
- ✦ Need **practical strategies** that work in your setting?
- ✦ Just want to talk about what's keeping you awake at night?

Let's chat! **Drop me a message at jane@anxietystop.co.uk or visit <https://anxietystop.co.uk/>**
