



# Managing stress and anxiety in the workplace

## Tips for managers

Identifying and reducing workplace stress and anxiety triggers for employees is a top workplace health priority, which can:

- Improve work productivity
- Boost job satisfaction
- Reduce staff turnover
- Increase retention of staff skills and experience.

### Stress

- Conduct a stress audit – in which staff anonymously identify the five top stressors in their workplace – and address them.

### Burnout

- Signs of staff stress or burnout include increased sick days, fatigue or a drop in work performance
- Encourage staff to take breaks and holidays and minimise overtime – overwork can increase anxiety and reduce productivity.

### Support

- Offer verbal and practical support to employees suffering life issues or anxiety
- If possible, allow employees flexi-time and remote working options.
- Ensure staff have the skills, training and resources they need to do their job effectively.

### Communication

- Foster good communication
- Be approachable and make yourself available to discuss workplace issues
- Don't send employees work-related emails on weekends or after hours.

For more information about managing stress and anxiety in the workplace, visit the Jean Hailes website at: [www.jh.today/mind5](http://www.jh.today/mind5)

Jean Hailes for Women's Health gratefully acknowledges the support of the Australian Government.

**Disclaimer** This resource is designed to be informative and educational. It is not intended to provide specific medical advice, or replace advice from your health practitioner.

© Jean Hailes for Women's Health 2019

