



## Health and Wellbeing Bulletin

# Workplace Health

Do you ever have days when you get nothing done, despite a huge effort. When your best endeavours to get through your workload come to no avail, do you reach the end of the day feeling frustrated, exhausted and stressed? Stress is defined as a temporary imbalance in a person's emotional state and behaviour. Its important to remember that we all function better with a healthy level of stress, too little does not give us the stimulation necessary to work to the best of our ability. But for those of us that feel our stress levels are above the healthy level and rising, there are some steps we can take to reduce these. Time management is just one of these. In this modern day it is really important to perfect your time management skills so that you can get the best out of the limited time you have in order to get your job done.

### Time Management

Set your goals carefully and arrange your work into high and low priority. Be assertive and delegate your low priority work as much as possible. Assess realistically what you can achieve and turn down what you can't cope with. Learn to say "No" politely but firmly. Compartmentalise your day, for instance focus on work when at work and after work focus on friends, family, sports, hobbies and relaxation.

Other useful tips include:

- Tie up loose ends and try not to leave unfinished business cluttering up your desk
- Discuss any conflicting issues that may be playing on your mind
- Tackle one issue at a time
- Use lists, checking off jobs as you do them. Remember to write your list before you leave work so you can truly leave the list behind
- Try to see the funny side and use humour to diffuse stressful situations

- Put things in perspective, in 10-20 years time how important will this seem?

### Sleep

We should all be getting at least 7 hours sleep per night but if you are finding it difficult to sleep as a result of your busy work schedule and pressing deadlines try and

- reduce your caffeine intake after 5pm
- reduce your alcohol intake as this can inhibit a more restful sleep
- take regular exercise
- Use your bedroom as a sanctuary to relax and sleep, not as a place to work
- Take a bath and wind down with a warm milky drink.

### Exercise

Regular exercise keeps us sharper, improves our coping skills in difficult times and increases our energy levels.

- Taking regular exercise is one of the best ways to relieve stress, as it reduces the amount of adrenaline, a stress

hormone, in the bloodstream

- Just 30 minutes of cardiovascular activity, three times per week, should reduce adrenaline levels significantly
- Regular exercise promotes the production of endorphins giving us a feeling of wellbeing.

### Diet

Kickstart your day by having a nutritious breakfast and maintain concentration levels by eating three meals a day with healthy snacks in between.

- Eating a diet high in complex carbohydrates which spreads calorie intake over the course of the day thus maintaining blood sugar levels, for example: wholegrain breads, oats, museli and brown rice. This helps us to work at our peak
- Cut down on high sugar snacks, choose fruit instead and break up your workday by taking your lunch away from your desk
- Drink at least 8 glasses of water a day.

### Relaxation Techniques

Simple relaxation techniques can be used at work when you are feeling particularly stressed or tense, prior to an important meeting, interview or presentation. The important thing is to find a technique that works for you and keep practicing it.

- Breathing correctly and calmly may be the quickest and easiest way to calm down in a stressful situation. Stretching exercises can be used to relax your muscles
- Office workers in particular should stretch their neck, shoulder and back muscles every day
- Other successful methods include creative visualisation, which involves focusing the mind on a chosen scene and attempting to use the senses internally to experience the sights, sounds, smells, sensations and even tastes of a completely peaceful environment, meditation and yoga.

Produced by QUINN-healthcare's Health at Work Department. For more information call us on 025-42768 or email [och@quinn-healthcare.com](mailto:och@quinn-healthcare.com)

## Without Time Management what would we do?

- Waste time and resources
- Flit from activity to activity
- Not set priorities
- Never say "no"
- Only concentrate on one thing at a time
- Be easily distracted and often impatient
- Be reactive
- Never take time out to plan
- Not judge time very well
- May concentrate on the important issues and priorities, but overlook the little things
- Have poor closing skills; cant say goodbye
- Never delegate
- Often procrastinate