

Managing work related stress

Please note, this is a sensitive topic that impacts many people. If you find that this has caused you any upset or distress, please stop and seek appropriate support or feel free to reach out to the Safeguarding team.

Safeguarding support options

Ways to access support if you are worried for yourself or someone else:

- Email safeguarding@qa.com
- Complete a [Safeguarding Self-Referral Form](#) if the concern relates to you.
- Complete a [Safeguarding Referral Form](#) if you are worried about someone else.



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What is work related stress?

Work-related stress is a physical, emotional, or mental response to job demands that exceed an individual's ability to cope. It occurs when workplace pressures and expectations become overwhelming or unmanageable, negatively impacting well-being and performance.

Work-related stress is a common challenge in today's fast-paced work environments. Emails, constant notifications, impromptu meetings, and tight deadlines can create overwhelming pressure. While occasional stress is a natural response to demanding tasks or approaching deadlines, chronic stress can negatively impact both physical and emotional well-being.

Common Causes of Work-Related Stress:

- **Excessive Workload:** Unrealistic deadlines, long hours, or high output expectations.
- **Role Ambiguity:** Unclear job responsibilities or expectations.
- **Lack of Control:** Feeling powerless to influence decisions affecting your role.
- **Interpersonal Issues:** Conflicts with colleagues, supervisors, or customers.
- **Job Insecurity:** Concerns about redundancy or career advancement.
- **Poor Work Environment:** Inadequate resources or lack of support

To maintain a healthy work-life balance and sustain productivity, consider these strategies for managing workplace stress:

1. Be aware of how it affects you - Signs of stress:

- low energy or fatigue
- headaches
- insomnia
- changes in appetite
- digestive issues
- rapid heart rate
- sweating
- low self-esteem
- loss of sex drive
- frequent illnesses



Managing stress

Take time to recharge

Taking even a few minutes of personal time during a busy day can help prevent burnout, for example listening to an interesting podcast in between meetings or going on a walk during your lunch break. It's also important to take breaks from thinking about your job by not checking work-related emails on your time off or disconnecting from your phone in the evenings.

Review your time management skills

Sometimes, feeling overwhelmed by work comes down to how organised you are. Try setting up a priority list at the beginning of your work week by preparing tasks and ranking them according to importance. You can also [beat procrastination](#) by setting aside specific time blocks for deep concentration work.

Work life balance

Being available around the clock will easily burn you out. It's important to create clear boundaries between your work and home life to help you avoid potential stress. Part of this means setting aside time for socialising and establishing rules for when you'll check emails or take phone calls.

Re-evaluate negative thoughts

When you've experienced worry and chronic stress for an extended period, your mind may tend to jump to conclusions and read into every situation with a negative lens. For example, if your boss doesn't say hi to you first thing in the morning, you might react thinking "they're mad at me." Instead of making automatic judgements, try distancing yourself from your [negative thoughts](#) and simply observe.

Rely on a strong support network

Keep in touch with trusted friends and family members to help cope with stressful work situations. If you're struggling with an especially challenging work week, try asking friends or family for support. Having people, you can rely on during the tough times can alleviate some of the built-up tension.

Take care of yourself

If work often leaves you feeling overwhelmed, setting aside time for self-care is essential. Prioritise the following to maintain balance and well-being:



1. **Sleep:** Ensure you get enough rest each night to recharge your mind and body. [Mastering Sleep Hygiene: Your Path to Quality Sleep](#)
2. **Enjoyment:** Dedicate time to activities you find fun and fulfilling to help relieve stress.
3. **Nutrition:** Stay energised by eating balanced meals and snacks consistently throughout the day. [Stress relief: How diet and lifestyle can help | Good Food](#)

Making self-care a priority helps you stay focused, productive, and better equipped to handle workplace challenges.

Approach your employer

Getting support from your employer can significantly alleviate feelings of burnout. Set up a quiet time to talk with them and calmly discuss feeling overwhelmed by challenging tasks. Approach the conversation from a place of problem solving, rather than listing out complaints. For example, you could say that you want to revisit what's expected of you outside of working hours because things feel a bit overwhelming right now. The point is to find a resolution that helps reduce strain.

Conclusion

Managing work-related stress requires a combination of proactive self-help strategies and seeking support when needed. By prioritising self-care, utilising stress-reduction techniques, and reaching out for assistance, individuals can reduce the impact of stress on their well-being and maintain a healthy work-life balance.

Remember, addressing stress early not only improves personal health but also enhances overall productivity and satisfaction in the workplace.

Further Resources

Visit our learner portal for Information, advice and activities to help prioritise your wellbeing during your apprenticeship programme, including workload management, handling stress, and external support services. [Apprentice learner's portal](#)

Reminder:

For safeguarding support please contact safeguarding@qa.com for further advice and support or make a referral via these links:

- [Staff/Employer/Peer Referral](#)
- [Learner Self-Referral](#)
- [Low level & Behavioural Concern](#)

