

# Emotional Fitness Workout 101

## Top Tips in Managing Workplace Stress

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Research conducted by national organisation RUOK shows that the two major factors which assist people in managing workplace stress are:

1. **Talking to someone at work about it**
2. **Exercising more**

If you did nothing else but took action on these two actions, you would reduce your stress significantly.

Now for some people, this won't present as a challenge and will be relatively easy to apply. While for others the mere thought of doing the above could set off a whole series of events that might invite even more stress! So, for those of you who are highly motivated, confident and comfortable in managing your own life stresses, you will probably stop reading this now and get on with life!

If you're still reading however, I'm guessing you would like a few more basic tips to support you. So here are my suggestions:

3. Begin to **Observe** your thoughts. My old swami used to say "Observe and don't participate in the busyness of the mind".
4. **Slow down** your thoughts – if you feel your mind racing, heart thumping and your breath becoming shallow, STOP and acknowledge to yourself that there is nothing that cannot wait for at least a moment while you collect your thoughts and catch your breath. By taking three long, slow deep breaths while silently repeating a statement like "I am practising the art of slowing down my thoughts" will allow you to instantly gain more clarity and confidence.
5. **Get clear** about how you communicate with yourself. Pay attention to yourself talk and monitor how negative or positive it is.
6. If your **thoughts** are **supportive, nurturing and encouraging**, give them more **attention**. You are allowed to support, nurture and encourage yourself.
7. If you find yourself immersed in self doubt or negativity it's crucial to interrupt this thinking. Try telling yourself: "**cancel, clear, delete**" (you might like to make this a silent mantra, OR share it with colleagues).
8. When faced with a decision causing you some doubt or anxiety, **pay attention** to how your body intuitively responds. Your body will give you an **instant** internal response. Is it **a yes, a no or a maybe?**
9. **Take time to identify** what you want to change in your life based on the above tips. Ask yourself: "If I could change one thing today to enhance my life, what would I do differently?" and then give yourself permission to take some **inspired action!**
10. Our head works hard to tell us why we cannot do something, while our hearts search to tell us what we must do! **Connect** your head and heart more regularly and **be prepared to be surprised!**

**"May my actions be inspired and heart centred. May I dwell in the heart!"**