

TIP SHEET #2

MANAGING ANXIETY AT WORK, SCHOOL OR IN YOUR COMMUNITY

Be Specific: Address your stress inducing thoughts and label them concretely. Make a list at the end of each workday and evening (at home) with the labeled stressors and an action plan of completion. Even if the items of stress are not task oriented in nature, it is beneficial to label them and write them down (for example, “Concerned about my daughter’s lack of interest in school.” Plan – take her for a drive and begin a conversation.) (For employees: “I am worried about an upcoming presentation.” Plan – talk with a coworker, manager or HR representative.)

Take a Break and Distract: If you feel your thoughts becoming clustered and overly emotional, or the beginning stages of anxiety increasing, get up and move for 5-10 minutes. Take your thoughts and body to a new location, even briefly, to grab a drink in the lounge or hallway, listen to music for a moment. Distracting your thoughts will allow your brain to function in an organized and efficient manner.

Don’t Isolate (for long): It can be helpful to distract your mind and give yourself some space for a short period, but prolonged isolation can lead to avoidance of anxiety producing situations, which reinforces the negative thought process. Do what you fear, be it networking socials or assertively stating your idea in a meeting.

Model Emotional Honesty and Reach Out: Let your coworkers, and loved ones know if you are feeling stressed, create an environment where all emotions are labeled and acknowledged. Address your needs.

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