

# Workplace Tips to Reduce Anxiety

Here are some helpful ways to deal with a changing workplace and reduce the anxiety that may come with it.

## CITY OF OAKLAND

### 1 MINUTE MEDITATION

- Find a quiet place where you sit comfortably without interruption
- You can also cancel out noise with headphones with no sound or soft music
- Inhale for 3 secs, hold for 3 secs and exhale, like you are blowing out a candle for 4-5 secs
- Relax for 5 seconds and repeat.
- Do this for 1 minute
- Try to block everything out except for the act of breathing.
- Repeat for 1 minute

### STRETCH AND DESTRESS

Getting up to stretch release tension from sitting helps destress. Make it a goal to get up hourly, walk around for a minute or 2, stretch your legs, arms, and hands, and re-center yourself. This will also give you a break from screen exposure.

### DE-CLUTTER YOUR SPACE

Sometimes resetting your space is a way to relieve anxiety and increase production.

1. Get rid of papers, folder, files that are no longer needed
2. Clean up files on your computer by creating folders and organizing them accordingly
3. Utilize storage areas, shelves and file cabinets to clear of your work area so you have more space.

### HAVE A PLAN FOR WELLNESS

Plan some time each day or a couple times a week for wellness.

- Attend a yoga, Zumba or cooking class
- Take part in a wellness webinar
- Talk walks or go to the gym
- Read, write, listen to music.
- Find something you and enjoy and commit to doing it for 10 minutes during breaks.

## RESOURCES

My Stress Tools	<a href="https://mystresstools.com/app/">https://mystresstools.com/app/</a>
Meal Planning Tips and Ideas	<a href="http://www.healthyeating.org">www.healthyeating.org</a>
Calm	<a href="http://www.calm.com">www.calm.com</a>
Mindfulness and Meditation	<a href="http://www.positivitycenter.org">www.positivitycenter.org</a>

### \* CLAREMONT EMPLOYEE ASSISTANCE PROGRAM

We have a great EAP program that focuses and support employee wellness.

800-834-3773

<https://www.claremonteap.com>

THERE ARE ALSO WELLNESS CLASSES AVAILABLE ON NEOGOV LEARN

Register for wellness classes - <https://login.neogov.com>