



# Ways to manage your workplace anxiety

**Workplace anxiety can leave you feeling panicked, stressed and out of control, which can affect your performance and your ability to cope with everyday life.**

Here we will outline the symptoms of anxiety that you can look out for, along with various ways of dealing with them. Knowing how to cope with workplace anxiety can prevent the thoughts and sensations from getting out of control, and your symptoms worsening.



## Some common symptoms of anxiety include:

- + An overwhelming sense of worry or dread
- + Nausea, feeling faint, dizzy or lightheaded
- + Sweating
- + Shortness of breath
- + Increased heartbeat or palpitations
- + Feeling trapped
- + Panic attacks
- + Anxiety attacks

If these symptoms arise, step outside, take a break and have a moment to yourself, even if it's just a few minutes. Concentrate on taking deep breaths, to shift your focus from whatever is making you anxious.



## Top tips to help you to deal with workplace anxiety

- + **Use your adrenaline to your advantage** – when you feel your adrenaline pumping from anxiety, remember that this physical reaction is completely normal in pressured situations, which can inevitably occur at work. Adrenaline is something that you can use to your advantage, rather than letting it overpower you. If you are dreading a meeting or phone call, think of the upcoming task as a challenge that you want to embrace, as opposed to worrying about what could go wrong
- + **Talk to someone you trust** – anxiety at work can cause you to withdraw and isolate yourself from your colleagues. But this can make you feel even worse. Speaking up is valuable if you are anxious about deadlines or worrying about your performance. You can then get additional support or an extension, if needed.  
  
You may also want to speak to your boss. Remember that reporting a mental health condition has to be taken just as seriously as a physical health condition, and your manager may even have previous experience of helping someone with mental health challenges, either in work or their personal life
- + **Look after yourself** – remember to take time for yourself, rather than putting productivity over your health and wellbeing. Take regular breaks and try to make time for hobbies, exercise and socialising outside of work. This can then help with your mood and energy at work, as you prioritise your personal life too
- + **Work efficiently** – workplace anxiety can make it very difficult to focus on one task as you worry about everything else on your to-do list. Set yourself manageable tasks and deadlines, which you can work through one by one, rather than worrying about the outcome of whole projects, or everything you have to do that week



## Getting professional help for workplace anxiety

If you are struggling to cope with workplace anxiety, talk to your GP. You can also contact Priory directly to discuss your needs, along with the available recommended options for supporting you to recovery.

Priory works with worldwide leading mental health professionals and our proven record of helping people to get their lives back on track is unrivalled.

For more information, please contact us by

**Telephone: 0800 840 3219**

**Email: [info@priorygroup.com](mailto:info@priorygroup.com)**

Read more about anxiety treatment by scanning the QR code.

