



## Manage Job Stress

Job stress causes a worker to feel overly taxed both mentally and physically. It affects both workers and employers.

### What Causes Job Stress?

- Too much work to do. Conflicting expectations.
- Lack of support from co-workers and bosses.
- Crowded, noisy, unsafe work conditions. Infrequent rest breaks.
- Rapid changes for which workers are not prepared. Job insecurity.

If not dealt with, job stress can lead to health problems.

### Signs & Symptoms of Job Stress

- Hard time concentrating. Headache.
- Sleep problems. Stomach problems.
- Short temper.
- Job dissatisfaction. Low morale.
- Increase in being late for work or not going to work.

### Ways to Manage Job Stress

- Schedule your time and tasks to be done. Use a calendar, planner, “TO DO” lists, etc. Rank order tasks. Break tasks down into steps. Check off items that are done.

- Organize your work space to make it easier to find things. Get rid of items and e-mails that you don’t need.
- Ask for help from your boss and co-workers, as needed. Ask your boss for the order in which your job tasks need to be done.
- Take breaks. Get enough sleep.
- Leave work at work. Try not to take work home. If this is not possible, take as little work home as you need to.
- Plan for and take vacations that give you a rest from work.
- Relax as much as you can. (See also, **Manage Stress** at [www.HealthyLearn.com](http://www.HealthyLearn.com) and **Self-Care / Prevention for Stress & Posttraumatic Stress Disorder** at [www.HealthyLearn.com](http://www.HealthyLearn.com).)



#### Get more information from:

National Institute for Occupational Safety and Health (NIOSH)  
800.CDC.INFO (232.4636) or [www.cdc.gov/niosh](http://www.cdc.gov/niosh)

Occupational Safety and Health Administration (OSHA)  
800.321.OSHA (321.6742) • [www.osha.gov](http://www.osha.gov)