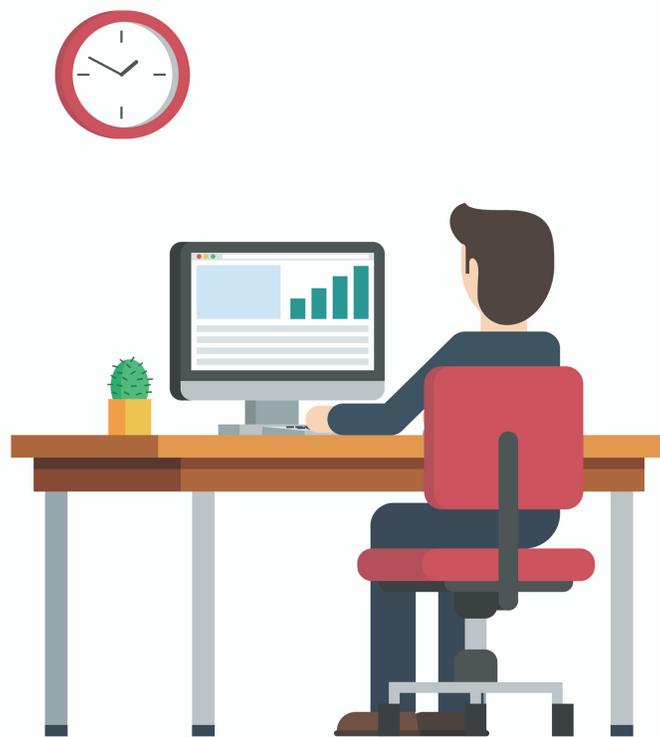


SELF-CARE handbook



Looking after
yourself at work

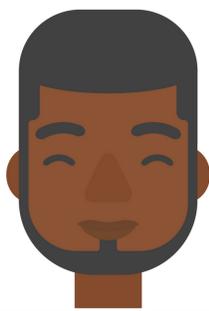
SELF-CARE AT WORK

Are you taking care of yourself?

With an average working day being 8 hours, we spend much of our time in the office. Working gives us a sense of purpose and most of the time, it can be a pleasant part of life. However, if stressed or unhappy at work, it can be a very lonely place.

It is important to practise **self-care**. Taking time for yourself, doing what you enjoy and spending time with loved ones is essential for overall well-being. It's easy to think you're too busy, or it's selfish to take this time, but it's not - *it's looking after your mind and body!*

Keep reading for our tips for practising self-care at work, and looking after yourself outside of the office.



1. ASSESS YOUR SITUATION

Ask yourself:

- What's causing you **stress**?
- Are you unhappy in your team?
- Do you have too much work to do and can't cope?
- Are you ready to move on?

Assess your situation and think about what you want. Recognise the changes you want to make to give you purpose and direction. This may mean talking to your manager about possible progression, or talking to a friend about a complete lifestyle change.

2. LEARN TO SAY NO - AND NOT FEEL GUILTY

If you're swamped with work or feel like you have to say yes to every networking event and social opportunity - consider saying no sometimes. Instead of going to the pub with colleagues, go home and relax. They'll understand if you're not up to it, just be honest.

"IT'S ONLY BY SAYING NO, THAT YOU CAN CONCENTRATE ON THE THINGS THAT ARE REALLY IMPORTANT" - STEVE JOBS

3. NURTURE WITH NUTRITION

Eating a balanced diet, staying hydrated and moving your body boosts mood and improves productivity levels. Wake up and have a nutritious breakfast - oats, eggs or a smoothie are all great options.

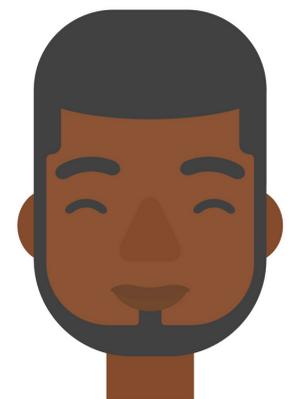
Also, make sure you have a proper lunch break - AWAY from your desk and without thinking about your to-do list. This is your time to get out of the office, so don't feel guilty. It doesn't have to be long, but even a short walk can relieve stress and refresh your mind.

4. MOVE YOUR BODY

This doesn't mean hitting the gym every day. Self-care really is about listening to your body, so if you're not able to complete an intense workout, don't. Instead, consider other ways to get your body moving. Think about the things you enjoy, and incorporate that into your daily life, like walking the dog, yoga or dancing!

On the other hand, exercise for many people is a form of stress relief. Scheduling exercise around your work and see what time suits you best. Some of us love an early morning workout, others like going straight after work or even late in the evenings. If you can't make it morning or evening, consider walking during lunch!

NEVER GET SO BUSY MAKING A LIVING
that you forget to live a life.



5. SLEEP WELL

It is important you *switch off* from work.

It's easy to take work home with you, especially with email alerts on your phone. But at the end of the day, your day is finished and the time after work is your time to switch off, relax and rest. If you're constantly checking your emails or working late, set an alarm and stop. If you need to, turn off your phone in evenings or speak to your team, asking them not to contact you after 7pm.

When going through a difficult time, sleep falls off the priority list. It can become disrupted and you may be waking up in the night, struggling to fall asleep, or not sleeping at all. But sleep is essential for our mind and body and we need it to function.

Sleeping is when our body repairs itself, and when our mind is able to process what has happened during the day.

Aim for 7 - 8 hours each night, you'll feel more energised, more productive and sometimes, sleeping on a problem can make it seem smaller come morning.



DID YOU KNOW?

ON AVERAGE, HUMANS WILL SPEND

1/3 OF THEIR LIFE SLEEPING.

6. TALK TO OTHERS

Talking to people is helpful, so try not to keep your worries to yourself. If you can cope with situations alone, that's OK, but if you need a helping hand, that's OK too. Talk to a colleague, your team leader or HR about your concerns and together you can work out a solution. If you've taken too much work on, ask to share the workload or ask for extra time.

You may benefit from a break, so consider taking some time off to clear your head. Your work will still be there when you return and your health should be your priority.



7. ASK FOR HELP

Sometimes, we need more than the support of a friend, or coworker. While we usually get our support from talking to people and simply taking a break, sometimes more is needed. **Consider talking to a professional.** A counsellor can be the person you need to simply listen when you talk about how you're feeling, without judgement.

It's OK to ask for help. As much as self-care is about looking after yourself, asking for further support may be what you need. It is nothing to be ashamed of and caring for yourself should not make you feel guilty - **it's self-care and it is essential.**