**Tips to Manage Stress and Anxiety at Work**

Getting stressed out at work happens to everyone, and it’s perfectly normal. But stress that is persistent, irrational, and overwhelming and impairs daily functioning may indicate an [anxiety disorder.](https://adaa.org/understanding-anxiety) Keep these ideas in mind to keep your work life manageable:

* *Work!* In addition to financial reasons, working can be important for your self-esteem and it adds to your social identity.
* *Tell a trusted coworker.* Knowing that someone accepts your condition can be comforting and it may reduce any anticipatory anxiety about having a panic attack at work.
* *Educate yourself.* Learn to recognize the symptoms of your disorder and how to handle them if you experience any at work.
* *Practice time management.* Make to-do lists and prioritize your work. Schedule enough time to complete each task or project.
* *Plan and prepare.* Get started on major projects as early as possible. Set mini-deadlines for yourself. Anticipate problems and work to prevent them.
* *Do it right the first time.* Spend the extra time at the outset and save yourself a headache later when you have to redo your work.
* *Be realistic.* Don’t over commit or offer to take on projects if you don’t realistically have enough time.
* *Ask for help.* If you’re feeling overwhelmed, ask a coworker for help. Later you can return the favor.
* *Communicate.* Speak up calmly and diplomatically if you have too much to handle. Your supervisor may not realize you’re overextended.
* *Stay organized.* Filing and clearing your desk and computer desktop may rank low on your priority list, but they can save you time in the long run and may prevent a crisis later.
* *Avoid toxic coworkers.* Try to ignore negativity and gossip in your workplace.
* *Take breaks.* A walk around the block or a few minutes of deep breathing can help clear your head.
* *Set boundaries.* Try not to bring work home with you. Don’t check your work e-mail or voice mail after hours.
* *Savor success.* Take a moment to celebrate your
* good work before moving on to the next project. Thank everyone who helped you.
* *Plan a vacation.* You’ll be rejuvenated and ready to work when you come back.
* *Take advantage of employer resources and benefits.* Your workplace may offer an Employee Assistance Program (EAP), discounts to gyms, or skill-building courses. Learn what’s available to you.
* *Be healthy.* Eat healthfully, get enough sleep, exercise regularly, and limit caffeine and alcohol. Try to keep your body and mind in shape to handle challenging situations.

**Getting Help**

It’s important to find help for anxiety, stress, and related disorders. [Find a therapist near you.](https://members.adaa.org/page/FATMain)

With treatment, most people find significant improvement. Several standard approaches have proved effective. Your health care professional will use one or a combination of these treatments:

* [Therapy](https://adaa.org/find-help/treatment-help/types-of-therapy)
* [Medication](https://adaa.org/find-help/treatment-help/medication-options)
* [Complementary and alternative treatment](https://adaa.org/find-help/treatment-help/integrative-behavioral-health)

**Resources**

[American Psychological Association Workplace Issues](https://www.apa.org/topics/topicworkplace.html)

[Bazelon Center for Mental Health Law](http://www.bazelon.org/%20)

[Fit Small Business: Article: How to Prevent and Deal with Discrimination in the Work Place, May 15, 2017](http://fitsmallbusiness.com/discrimination-in-the-workplace/)

[U.S. Equal Employment Opportunity Commission](https://adaa.org/managing-stress-anxiety-in-workplace/%20http%3A/www.eeoc.gov/%20)

[Facts About the Americans With Disabilities Act](http://www.eeoc.gov/facts/fs-ada.html)

[Mental Health America](http://www.nmha.org/)