

“Coming together  
is a beginning,  
keeping together is  
a progress, working  
together is success.”

Henry Ford

Your CLS counsellor is available to support  
you through a range of issues.

**1300 132 098**



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# Workplace Health & Wellbeing

Supporting People for a Productive,  
Effective and Healthy Workplace



CHOOSE LIFE SERVICES

**1300 132 098**

# Workplace Wellbeing

We spend a significant amount of time at work and it is important our workplace provides a supportive environment that promotes good mental health, resilience and wellbeing.

**Although your employer has a important role in providing a healthy workspace, you have a duty of care to yourself and your colleagues to ensure your workplace is a positive one for everyone.**

**From time to time work can be stressful and this can result in a negative impact on our overall wellbeing and work performance. Some factors may include:**

**Heavy Workloads:** while this can be out of our control at times, it is important to have open and honest communication with our employer to ensure they are aware of the situation. Practicing self-care and setting realistic expectations is also important.

**Stress:** meeting deadlines, conflict, workload and other workplace situations can create stress. Dealing with these issues as they arise through the appropriate channels is important. Again, self-care is essential in minimising stress.

**Gossip:** gossip is not appropriate in the workplace. It can be a form of bullying and can lead to serious consequences for all parties. Don't involve yourself in gossip.

**Bullying:** bullying can have a serious impact on personal wellbeing. Gossip, inappropriate jokes, intimidation and deliberately excluding others can constitute bullying. Such behaviour can impact on the wellbeing of those around us.

**Differences:** accept diversity in the workplace. We are all different and may work differently. Keep conversations respectful and adopt an 'agree to disagree' approach. We don't have to "win" every situation.

**Taking Care of Yourself** – Increase your energy levels and improve your well-being. Eat nutritional food, drink water and get enough sleep. Regular exercise can help with improving your overall mental and physical health. Recognise what helps you to relax, be aware of your limits and take a "time out" to breathe. Avoid using alcohol and drugs as a way to cope with issues – see your workplace counsellor or doctor instead.

**Take Advantage of Your Strengths** – Acknowledge your unique skills, talents and abilities. Use these individual strengths with confidence. Develop your strengths and identify anything you might need to work on. Recognise and acknowledge the strengths of others.

**Use and Develop Your Skills** – As you recognise your unique skills you can better develop them. Good communication, resolving conflict, decision making, effective planning and being approachable are skills that can help you in the workplace.

**Keep Tuned In** – Be aware of what's happening around you. Pause and reflect on how you're feeling and thinking. Take time to appreciate small successes and the good moments. Consider ways to make your work environment a more productive space for you and your colleagues.

**Stay Organised** – Develop a 'to do' list each morning as you commence your day. Allow yourself enough time to complete tasks – know your limits. Take time to appreciate your efforts as you check completed tasks off your list. Be prepared to ask for help when needed or offer help when you have the ability.

**Keep a Positive Outlook** – An optimistic approach to work and life keeps you focussed and helps to avoid distractions. See challenges as opportunities and not problems. A positive attitude can be contagious – you have the ability to lift yourself and those around you. Set goals and targets for yourself and reward yourself when you achieve these aims. Display positive pictures or quotes that motivate you and keep your spirit high. Show gratitude and appreciate efforts of those around you.

**Use Your Sense of Humour** – Laughter helps to reduce stress and improve your mood. Humour can lighten the load and keep you grounded. Sharing light-hearted conversation can help build bonds with colleagues. Make time for fun, share good humour and funny stories when appropriate. See the benefit in being able to laugh at yourself.

**Contribute to Others** – Support others at all times and when you can, give them your time. Look for opportunities to give – it can make you feel good as well as the person you help. Be mindful of your colleagues and acknowledge their success and empathise with their challenges. Teach your colleagues new skills when you can. Use your words to uplift and provide encouragement.

**Keep a Positive Outlook** – An optimistic attitude to work and life keeps you focussed and helps avoid distractions. See challenges as opportunities, not problems. Set goals and targets and reward yourself when you achieve them.

**Ask for Help** – Sometimes work and life can get on top of us. Keeping a positive outlook helps, but sometimes it isn't enough. Always remember there is support available.