Work-related stress

Your 6 Ways to Wellbeing

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Workplace stress can impact both our mental and physical health, but there are small, manageable steps we can take to feel more in control, supported, and balanced. By focusing on simple actions each day, we can improve our resilience and wellbeing in the face of workplace pressures.

Inspired by the West Lothian 6 Ways to Wellbeing, this guide offers practical, everyday ideas to reduce stress, stay grounded, and improve your overall wellbeing, both at work and outside of it.

You can explore the Six Ways in any order - there's no right or wrong place to start. Take your time, and choose the areas that feel most relevant to you right now. Here, we've included some simple ideas and suggestions to help you build the Six Ways into your everyday life.

Read on to find out more and try them out for yourself.

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Your Wellbeing Traffic Lights

For each of the 6 Ways to Wellbeing, think about how you feel right now. Then choose a colour below:

Red		**This is an area I find difficult or I'm not doing much of at the moment.**
Amber		**I'm doing some things in this area, but there's room for improvement.**
Green		**I feel confident and positive in this area.**

Focus first on Red or Amber areas. Small steps-like checking in with a friend or taking a short walk-can grow into something meaningful over time.

There's no right or wrong answer. This is just a tool to help you reflect and take positive steps for your wellbeing.

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Your Wellbeing Traffic Lights

Feeling in control of money reduces stress. This could mean making a budget, getting advice, or taking small steps to plan ahead.

Paying attention to what's around us helps us feel present. You might notice nature, savour a meal, or pause to breathe.

Building strong relationships helps us feel supported. This could mean spending time with family, friends, or joining a group.

Learning new things keeps our minds active and builds confidence. Try a new hobby, recipe, or skill.

Moving our bodies boosts mood and energy. It doesn't have to be sport - it could be walking, dancing, or stretching.

Helping others gives us purpose and joy. You could volunteer, offer your time, or do something kind for a neighbour.

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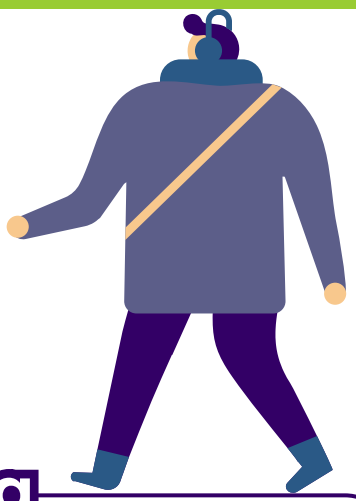
Financial Wellbeing

Money worries can weigh you down, but there's help and advice out there for you.



Financial stress can increase workplace anxiety, especially if you are unsure about benefits, pay, or work-related expenses. Taking steps to manage your finances can reduce pressure and help you feel more secure.

Financial Wellbeing

- Review your finances and budget regularly to stay on top of your money and identify small, realistic changes that reduce pressure.
- Speak with HR if you have questions about pay, benefits, or job security.
- Explore employee assistance programs or professional financial guidance if needed.
- Use free or low-cost tools to help manage work-related expenses. Check your payslip and pension details to make sure everything's correct.
- Access free, confidential advice through Citizens Advice or a West Lothian Council's Advice Shop.
- Plan a small, affordable reward for yourself after stressful weeks - a reminder that your effort matters.

Financial wellbeing worksheet

Reminder

Taking control of your finances is part of looking after yourself. Small, proactive steps can reduce stress and provide reassurance.

Use this space to think about ways to feel more in control of your money and reduce stress.

- How do I feel about my work finances right now?
- What's one small financial step I could take to feel more at ease?

Even a short pause can make a difference. Take a breath and notice where you are right now.

It is easy to get caught up in tasks and deadlines without noticing how your body and mind are feeling. Pausing throughout the day helps you stay present, notice signs of stress, and take early steps to prevent burnout.

Take Notice

- Step outside for a short walk or do a brief breathing exercise to reset your focus.
- Before opening your emails, take a few slow, deep breaths to ground yourself.
- Step outside or look out a window between meetings — notice what you can see, hear, or feel.
- Keep a small plant, photo, or calming object on your desk as a visual reminder to pause.
- Reflect at the end of the day on one thing that went well, no matter how small.
- Set a reminder on your phone to stretch, breathe, or rest your eyes every hour.

Take notice worksheet

Reminder

Pausing to notice your feelings is not wasting time. Awareness helps you respond calmly, manage stress more effectively, and maintain your energy throughout the day.

Use this space to explore ways to be more mindful and aware of the present moment.

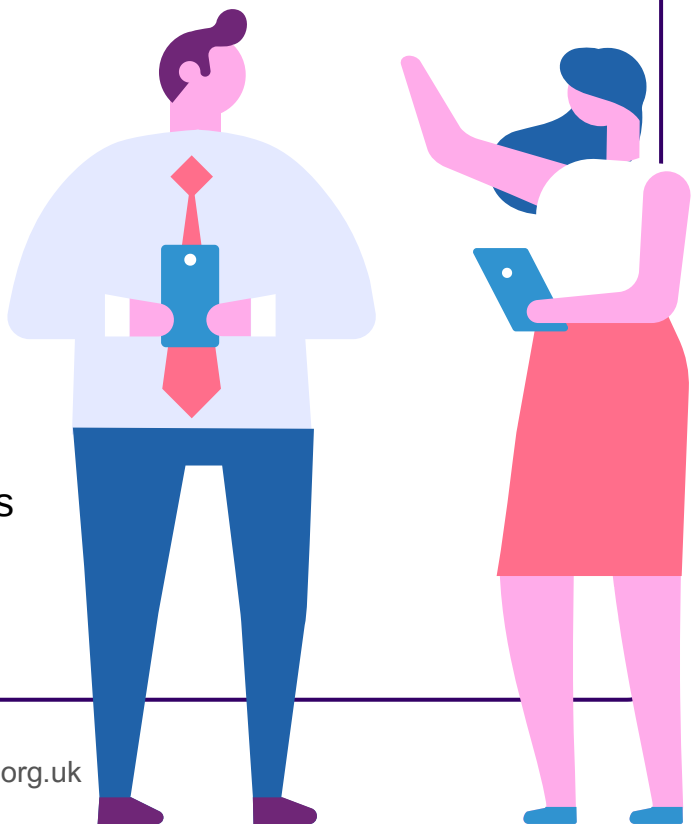
- **What stress signs have I noticed in my body today (tension, headaches, fatigue)?**
- **How do I feel emotionally? Is there something specific causing my stress?**

Talking things through really helps. You don't have to carry work stress by yourself.

Building and maintaining relationships at work can help reduce feelings of isolation and stress. Staying connected with colleagues, managers, and trusted friends outside work reminds you that you are not alone and that support is available when you need it. Connection helps you gain perspective, share concerns, and feel valued.

Ways to Connect

- Talk to a colleague you trust about how things are going. Sharing how you feel can open the door to understanding and support.
- Take your lunch break with a coworker or call a friend instead of eating at your desk.
- Join an employee network, wellbeing group, or staff social activity if one exists.
- Reach out to your line manager or HR if your workload feels unmanageable — you deserve support and understanding.
- Remember that connection outside of work matters too. Reaching out to family or friends helps you keep perspective.



Connect worksheet

Reminder

Connection does not have to be lengthy or formal. Small, consistent interactions help you feel supported, reduce stress, and improve your sense of belonging.

Use the space below to explore ways you can connect with others. Think about what works for you and add your own ideas.

- Who at work can I connect with to help reduce feelings of isolation or stress?
- How can I reach out for support this week?

Learning something new can help you feel more confident and energised again.

Learning new skills and coping strategies can make you feel more confident, capable, and resilient at work. Growth can reduce stress and help you navigate challenging situations with a sense of control.

Keep Learning

- Ask to shadow a colleague or attend a short training session in an area that interests you.
- Learn a new skill outside of work to help you switch off and reconnect with your creativity.
- Reflect on what you've already learned - you might be growing more than you realise.
- Listen to a podcast or read a short article on stress management or workplace wellbeing.
- If you're returning to work after time off, take things one step at a time. Learning to pace yourself is a skill too.
- Try learning a new skill or improving an area of your job that excites you to build confidence.

Keep learning worksheet

Reminder

Learning does not have to be overwhelming. Small steps toward growth and new strategies give you more control over your work environment and reduce stress.

Use this space to think about ways to try new things and keep your mind active.

- Is there a course, skill, or resource that could help me cope better with work stress?
- What small thing could I learn or try that might ease stress?

Stretch, walk, or just get up from your chair. A little movement can clear your head.

Stress often manifests physically in the body. Incorporating movement throughout your day can help release tension, boost your mood, and improve focus. You do not need long workouts; small bursts of activity are enough to make a difference.

Be Active

- Take a walk during lunch or between meetings, even if it is just ten minutes.
- Stretch your shoulders, back, and neck, especially if you sit for long periods.
- If possible, take meetings while walking or standing.
- Try a short desk yoga or breathing video to ease stiffness.
- Make small changes - take the stairs, park slightly further away, or move while waiting for the kettle to boil.

Be active worksheet

Reminder

Even small movements count. Moving throughout the day reminds your body it is strong and helps manage stress without needing a structured exercise routine.

Use this space to think about ways you can move more and stay active.

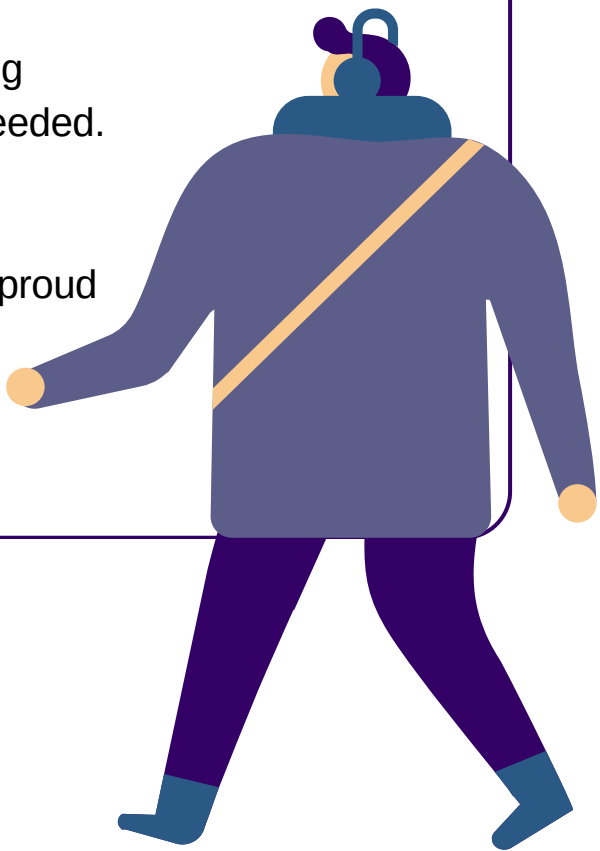
- How can I incorporate movement into my daily routine (walks, stretching, desk exercises)?
- Can I take a short break to refresh myself each day?

Kindness goes a long way, whether it's for a colleague or for yourself.

Kindness creates a positive environment and can reduce stress at work. Giving does not always mean doing more. Your attention, support, and recognition are valuable to colleagues and yourself.

Give

- Take regular breaks and give yourself permission to say no if you cannot take on more work.
- Offer a kind word or encouragement to a colleague who's struggling.
- Thank someone for their help or share positive feedback.
- Support a workplace wellbeing initiative or charity event if you have the capacity.
- Practice kindness toward yourself by setting healthy boundaries and saying no when needed.
- End your workday with a small act of appreciation - write down one thing you're proud of.



Give worksheet

Reminder

Kindness does not require extra effort or overextending yourself. Small acts of consideration and self-care create a more positive, less stressful work environment.

Use this space to explore ways you can help or support others.

- **How can I give myself a break or show myself some kindness today?**
- **What's one small kind act I can do for a colleague or myself?**

The 6 Ways to Wellbeing

Final Thoughts

You don't have to do everything at once. Sometimes, just choosing one small thing, like checking in with a friend, reviewing your spending, or sharing a kind word, can make a big difference. These small steps can help you feel more connected, capable, and cared for.

Think of it like planting a seed: one small action can grow into something meaningful over time.

And don't keep it to yourself! Share this guide with friends, family, or neighbours. We all face challenges, and sometimes just knowing someone else is trying too can be incredibly reassuring. When we support each other, we build stronger, more compassionate communities - and that's good for everyone's wellbeing.

For more ideas, local resources, and community support, visit:

Your thoughts...

This space is yours. Use it to jot down ideas, reflections, or anything that comes to mind as you explore the Six Ways to Wellbeing.

There's no right or wrong way to do it. It's simply a space to pause, reflect, and capture whatever feels helpful in the moment.

Your thoughts...

Stay in touch

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