

## Work Stress

## Causes of stress at workplace -

- **Improper time management** resulting from some or all of the causes like underestimating travel time to reach office, unorganized ways of processing information, reverting, meeting deadlines, delaying startup of well planned programs and hurrying up to execute unplanned agendas, not maintaining a scheduler and of course improper mealtimes.
- Administrative stress resulting from situations like sluggish work culture, no sense of accountability from
  people down the line leading to lack of team work, hostility, intimidation, long hours of work imposed on you,
  having to work with people not having sufficient expertise to match the needs of the organization and most
  important of all is not having a sense of role clarity in the system.
- Physical stress arising form improper posture, sedentary habits, not having a sense of ergonomics when
  planning the office work space like the monitor not being at eyelevel, mouse in an uncomfortable position, a
  mismatched desk and seating, direct full blast from air-conditioners, improper ventilation and wrong kind of
  lighting.

## Symptoms (graded from simple to most complex) -

- · Loss of appetite
- Persistent digestive disorders
- Irregular sleep patterns
- Sluggishness at work
- Changes in short term and long term memory
- · Loss of coordination in routine activities
- Losing temper / irritability that is in no way justifiable
- Sense of frustration and depressing thoughts
- Lack of sense of humor
- Being unable to appreciate nature
- · Preferring solitude

## Management of stress -

- First step towards stress management is to realize that you are going through stress and deal it with a sense of urgency to come out of it.
- If you have clearly understood what's causing your stress levels to rise, then countering it is quite easy; avoiding / working a way around the causative factors makes for winning half the battle!
- Learn to say "no" when you genuinely feel that you cannot handle any additional commitment, it may seem difficult for people to say no if they are habituated to saying "yes" all the time. The best way is to retrospect and realize that it is a greater mistake to have obliged for something that could not be delivered w.r.t time or quality.
- Administrative stress levels depends on the maturity levels of the team leader.
- Inculcate positive values of having good work culture and role clarity.
- Physical stress can be tackled with simple things like taking a 5 minute walk every one hour, simple stretching (if
  work space permits), drinking sufficient water, taking stairs instead of using elevators, having a proper
  mealtime.
- Going out of the conditioned environment once a while.
- When you visit the washroom, splashing plain water on the face gives you a sense of freshness and takes away the lethargy.
- Simplest way to start with stress management is to be organized and to manage time.

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