

8 Tips to Ease Workplace Anxiety

Small things can have a significant impact on the health of your workforce

While we all are in it together, the new normal impacts all of us differently, and small, simple changes in how we treat and communicate with one another can help alleviate the feeling of anxiety and support everyone's mental health. These tips are used in the Emtrain workplace. While it's working for us, we thought we'd pass it along to you. Use these tips to help your workforce and share it with your leadership team.

1 **There's no such thing as over-communicating**

The fear of the unknown makes people anxious. Check-in with your teams daily via Slack messages to weekly one on one's meetings with the Webcam on. Schedule company-wide meetings once or twice a month and share with your workforce what you do and do not know. Give employees periodic updates, and your leadership should do the same. This is also a stepping stone to building trust with employees.

2 **Encourage employees to step away from the screen**

As everyone is working from home, some of us tend to sit in one place and power through work. However, this impacts our mental health and overall productivity. Watching or reading the news increases our anxiety, so encourage your workforce to move around, take breaks, and turn email and chat notifications off for a bit. This is the time to recharge.

3 **Stay lighthearted and pass it on**

Some people experience anxiety and stress harder than others. During these challenging times, it's crucial to stay lighthearted, whether it be sharing animal videos, telling stories about your co-worker's kids, or merely sharing dishes we cook at home. Start by sharing first, then encourage your employees to do the same.



4 **Schedule virtual activities for some fun**

Virtual happy hours, talent shows, or coffee chats are all part of building employee relationships. Just like how you would schedule office activities and games, you can do the same virtually. Make it voluntary so you don't put your employees on the spots. Getting your remote employees together is a big way to help alleviate stress.



7 **Know where the triggers are coming from**

We all know what the underlying triggers of anxiety are in the current economic state. Stress can worsen when triggered by other aspects such as watching or reading the news or only having conversations about the pandemic. Ask your employees at what moment they feel anxious. However, they don't need to tell you what those triggers are. Once the employee identifies those triggers, support them in the best way possible.

Contact Us to learn how Emtrain can help you build a stress-free workplace culture.

5 **Enable employees to start interest groups**

Encourage employees to create a virtual support system by creating different interest groups where they can exchange thoughts, ideas, and feelings without getting their managers involved. Set the tone creating the first group in your chat tool and encourage the rest of the workforce to create their own.

6 **Set deadlines, set schedules**

A consistent routine helps us stay afloat, so it's essential to create a new method as we adapt to the new norm. Encourage managers to set small deadlines and goals for their teams and create a schedule that works for everyone. Emtrain's [Work From Home Schedule](#) provides a basis to establish a routine personalized for everyone.

8 **Establish virtual open office hours**

At Emtrain, we prioritize employee's mental health. HR and other managers should set virtual offices open on their calendars and let the teams know they're available to talk. Even small talk can make a significant impact on one's mental health. The purpose here is to simply empathize and listen.

