Is everything going OK?
Take notice if you begin to:
• constantly feel tired
• get easily angry and frustrated
• avoid your colleagues
• have difficulty concentrating
• increase use of alcohol or other drugs
• experience negative thoughts and lose confidence
• miss deadlines
• arrive late for work regularly
• lose interest in things you usually enjoy.

If you notice these symptoms for two weeks or more go to a doctor or health professional.

Heads Up
Looking after your mental health at work

Where to find more information
Heads Up
www.headsup.org.au/staying-well
beyondblue Support Service
1300 22 4636
Email or chat to us online at
www.beyondblue.org.au/getsupport
www.headsup.org.au
Keeping our mental health in good order means we need to look at four main areas:

- Our lifestyle
- Our work
- Our social relationships
- Our thoughts

**Our lifestyle**
- Find time to exercise – walk, run, ride a bike, swim, garden, do yoga.
- Look at ways to relax – have a bath, a massage, cook something new, listen to music, see a movie, read, do a crossword, try meditation.
- Get good quality sleep.

**Our work**
- Limit working extra hours.
- Schedule meetings in core work hours.
- Take regular breaks.
- Try not to take work home.
- Take your holiday leave.
- Set realistic deadlines.
- Sometimes, it’s OK to say “No”.
- Have a technology switch-off.
- Make use of employee support services.
- Explore flexible working arrangements.

**Our social relationships**
- Nurture family relationships and friendships.
- Broaden social networks, join a club.
- Consider volunteering.
- Visit the local park with your pet.
- Smile and say hello to strangers.

**Our thoughts**
- Think about your thought processes.
- Use tools to move from negative, unhelpful thoughts to positive ones.

[headsup.org.au/thoughts](headsup.org.au/thoughts)
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