

# Looking after your mental health at work



[www.headsup.org.au](http://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](https://headsup.org.au/thoughts)**

## 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

THE MENTALLY  
HEALTHY  
WORK  
PLACE ALLIANCE





## Where to find more information

### Heads Up

[www.headsup.org.au/staying-well](http://www.headsup.org.au/staying-well)

### *beyondblue* Support Service

 1300 22 4636

 Email or  chat to us online at  
[www.beyondblue.org.au/getsupport](http://www.beyondblue.org.au/getsupport)