

### Chapter 1 : Create a Stress-Free Work Environment - Personal Branding Blog - Stand Out In Your Career

*Here are five ways you can create a stress free office environment for your employees. 1. Improve Work Life Balance - As the workplace evolves into a more technologically enabled environment, the ability to establish greater work life balance improves.*

Since companies are aware of this fact, they are putting more and more pressure on their employees. Pressure and stress reduce employee performance creating horrible consequences for the employer. There are many factors within a business which must be managed in order to maintain a stress-free workplace. Nonetheless, you can follow the simple steps below to reduce stress in your workplace and create a motivating stress-free environment where employees want to come and work. Provide a Room for Refreshment: When your employees want to take a break, they can go to this room and relax. This room can also be used for socializing activities such as a happy hour gathering or eating lunches together. This room should be decorated accordingly to give that calm and peaceful feel. It is difficult to concentrate when your desk is full of papers, folders and magazines. It is the same with emails. When you have thousands of emails sitting in your inbox, it is possible not to notice a message and miss something important. Therefore, employers should put a storage system in place that encourages employees to archive their papers and files as well as their emails to ensure that nothing is lost or forgotten to be handled. Adding personal items to a desk or a cubicle may help reduce stress. Therefore, encourage your employees to put pictures of loved ones, decorations or artwork to their desks. Put Plants and Decoration Around: Having plants around the office will help reduce stress, lower blood pressure, noise level and humidity plus increase positive feelings. Neutral tones and earth tones are the best for an office because these colors are calming and warm. In addition, a softer light is much better than fluorescent lighting. Adding exercising into a work day will help reduce stress as well as relax your employees. Going for a walk during lunch time helps as well. As an employer, if you can, develop a fitness program and have a fitness instructor come to the office at least twice a week. As a result, they will work together better. She recently founded her consulting business to help more international students find jobs in the US in addition to her self-service digital event ticketing platform, Etkinlik Fabrikam My Event Factory , to offer her webinars. You can follow her via Facebook or contact her via [www](http://www).

### Chapter 2 : 5 Tips to creating a stress free office Christmas Party - Davis Events

*In Pictures: 9 Tips For Creating A Stress-Free Work Environment Follow me on Twitter, Forbes, and Google+. This is an update of a piece that ran previously.*

How to turn your office into a calm, stress free haven Hanna Mansson Updated April 26th If the thought of your workspace fills you with dread, it might not be your job which is the problem. Our surroundings have a huge impact on stress levels and well being. Work spaces have traditionally been dreary places, with dull color schemes and generic furniture. But more and more people are realising that making a few small tweaks to their environment can be surprisingly powerful. We look to our buildings to hold us. After all, stress is unhealthy and detrimental to productivity. Add some green It is no coincidence that many of the coolest offices are full of plants. Adding a touch of green to your workspace can have a remarkable impact on stress levels. Not only will it improve the air quality, but studies have shown that plants improve our psychological health. The effect is particularly noticeable in office spaces, where plants are proven to reduce stress, increase productivity and boost resilience. Opt for hardy plants which can survive weekends and require minimal care. Aloe, spider plants, ivy, and peace lilies are all excellent choices. Hanging planters can make the best use of limited space. Switch to a standing desk Just like being away from nature, sitting all day is unnatural and can be seriously harmful. If you work in an office, the chances are high that you spend most of your day sitting down. Switching to a standing desk can reduce blood sugar spikes, improve heart health, alleviate back and neck pain, and boost your metabolism. Better health means less stress. Standing desks also have a direct impact on mental health. Ongoing research is revealing that standing desks decrease the risk of depression and anxiety. Healthier, happier people are also more productive at work. However, these are unlikely to be practical in most offices. Try an adjustable desk which can be raised or lowered as required. Spending half your day sitting and half standing is recommended, especially while adjusting to the change. Declutter the space A chaotic work environment more often than not means a chaotic mind. Clutter is visually distracting, and can lead to stress due to the time wasted in finding what you need. Taking the time to clear surfaces, organise drawers and throw away rubbish can turn a stressful workplace serene. This need not take hours of effort – a few minutes at the end of each day is easily long enough. The best way to keep your workspace tidy is to get rid of anything unnecessary, not to waste valuable time organising it. Consider scanning documents rather than keeping paper copies, giving away duplicate stationery and equipment, and moving distracting items out of your eyeline. Improve the light quality Most offices are lit with fluorescent strip lights in a bid to reduce electricity bills. However, harsh artificial lights are not only toxic for the environment, they are also harmful to those who work beneath them. The risks include migraines, disrupted sleep, anxiety, and increased stress. Flickering lights and the buzzing sound they commonly emit can be distracting and harsh on the eyes too. Reducing stress at work is largely about creating an environment that is as natural as possible and suits your biology. The perfect way to do this is by getting exposure to natural light. A number of small changes can be made to reduce the stress caused by poor lighting. If possible, try sitting by a window and keeping lights off during times when natural light is enough. Adding a specially designed filter which widens the light spectrum can alleviate the impact on stress levels. Light filters are inexpensive and can be found on Amazon or direct from fixture suppliers. The lights in the ceilings of your workplace are not the only culprit. Blue light from devices can cause similar problems, especially when used in the evening. When working late, consider using a programme like Flux to remedy the problem. Some people wear orange tinted sunglasses in the evenings – not the coolest look, though they claim it improves their sleep quality. Timers An egg timer on your desk might be the easiest and cheapest change to make from this list. Using the Pomodoro technique while working is a simple way to focus and get through difficult tasks. The technique is this: Once the time is up, take a 5 minute break. Repeat this, taking a longer break after 4 repetitions. Aside from boosting productivity, the Pomodoro technique can help reduce stress. In particular, taking regular, scheduled breaks can refresh your mind, relax your eyes and enable you to get more work done. Breaks also provide the opportunity to move around, grab a drink and speak to people. No one enjoys sitting at a desk all day and the Pomodoro technique

splits long hours into manageable chunks. Some workplaces are supplying tomato shaped timers, to be used for this purpose. If a timer would annoy people around you, use a browser extension or phone. Having a physical timer, however, serves as a visual reminder to use the technique. A calm mind leads to better quality work, more innovation and enhanced creativity.

*9 Ways To Create A Stress-Free Work Environment. Does your workplace stress you out? With help from Jenny Foss, a recruiter, author.*

In a recent Gallup Poll, 80 percent of workers said they feel stress on the job. Nearly half said they need help in learning how to manage stress, and 42 percent said their coworkers need help in coping with stress. The National Institute for Occupational Safety and Health defines job stress as the harmful physical and emotional responses that occur when the requirements of a job do not match the capabilities, resources or needs of the worker. Research shows that job stress can lead to several problems, including illness and injury for employees, higher health insurance costs, and lost productivity for employers. Causes of Employee Stress Good prevention strategies focus on identifying potential causes of employee stress in the workplace. Factors that can lead to stress include: For example, basic personality tests can give guidance on ideal matches for certain types of positions. Introverted or shy individuals often have difficulty with positions that require strong interpersonal skills and action-oriented manners. While personality tests can be helpful, they should not be solely relied on in making an employment decision and should be validated to ensure legal compliance. This total includes accidents, absenteeism, employee turnover and diminished productivity, as well as direct medical, legal and insurance costs to business owners. For employees, stress can lead to illness, injury or job failure. For employers, research shows that a stressful work environment can affect the amount of their budget that must be allocated to employee health care contributions. Health care expenditures are nearly 50 percent greater for workers who report high levels of stress, according to the Journal of Occupational and Environmental Medicine. Job stress can lead to a variety of health problems such as cardiovascular disease, musculoskeletal disorders, psychological disorders and workplace injuries. According to the Bureau of Labor Statistics, workers who must take time off work because of stress, anxiety or related disorders generally are off the job for about 20 days. Because some employees may not be comfortable speaking with their employers about stress, managers should watch for early warning signs such as complaints about headaches or sleep disturbances. Other indicators include difficulty in concentrating, short tempers or low morale. Signs that job stress may be a widespread issue within a company are health and job complaints among several workers, general low morale and high employee turnover. Ways to Combat On-the-Job Stress To help employees cope with stress before it affects their health or performance, business owners can: Design jobs that provide meaning, stimulation and opportunities for workers to use their skills. Give workers opportunities to participate in decisions and actions affecting their jobs. Improve communications to reduce uncertainty about career development and future employment prospects. Provide opportunities for social interaction among workers. Establish work schedules that are compatible with demands and responsibilities outside the job. Business owners can also reduce workplace stress by encouraging employees to take short breaks, making time for staff members to have fun in the office or occasionally providing special perks such as early departures. Another way to combat stress is to provide an Employee Assistance Program that offers confidential professional counseling. To prevent individual stress from becoming a widespread problem, business owners can work to create a healthy, low-stress environment. Entrepreneurs who maintain low-stress environments and high levels of productivity generally recognize employees for good work performance, provide opportunities for career development, create an organizational culture that values individual workers and act consistently with organizational values. According to the National Institute for Occupational Safety and Health, a comprehensive approach to creating a healthy workplace is best. Organizational change combined with stress management results in a healthy company with fewer stress disorders, more satisfied and productive workers, and significant advantages over competitors. Vol 4, Issue 3.

### Chapter 4 : 6 Sins of Office Stress: How to Create a Better Work Environment

*the Sofa. Turn any room into your favorite place with the most comfortable seat in the house - your sofa. With a multitude of sizes and shapes, you can find the perfect fit for your room and your life.*

Pressure and stress reduce employee performance, creating horrible consequences for the employer. There are many factors within a business, which must be managed in order to maintain a stress-free workplace. Nonetheless, you can follow the simple steps below to reduce stress in your workplace and create a motivating, stress-free environment where employees want to come and work. Provide a room for refreshment. When your employees want to take a break, they can go to this room and relax. This room can also be used for socializing activities such as a happy hour gathering or eating lunches together. This room should be decorated accordingly to give that calm and peaceful feel. Make sure the work space is clean and organized. Therefore, employers should put a storage system in place that encourages employees to archive their papers and files as well as their emails to ensure that nothing is lost or forgotten to be handled. Encourage your employees to add personal touches. Adding personal items to a desk or a cubicle may help reduce stress. Therefore, encourage your employees to put pictures of loved ones, decorations, or artwork on their desks. Put plants and decoration around. Having plants around the office will help reduce stress, lower blood pressure, noise level, and humidity, plus increase positive feelings. Neutral tones and earth tones are the best for an office because these colors are calming and warm. In addition, a softer light is much better than fluorescent lighting. Adding exercising into a work day will help reduce stress as well as relax your employees. Going for a walk during lunch time helps as well. As an employer, if you can, develop a fitness program and have a fitness instructor come to the office at least twice a week. This post originally appeared on Personalbrandingblog.

### Chapter 5 : 13 Easy Ways to Create a Zen Office Space On a Budget

*Starting with the premise that stress is damaging to the organization as a whole, the authors describe the technique of "innoculating your staff against stress" and place it amongst the other core Read more.*

She is the founder of a HomeOfficeLife, a firm advising corporations and individuals on all aspects for working from home. Home Office Life Stress can paralyze some people, while others find stress invigorating. Create systems for managing incoming information, whether paper-based or electronic Stacks of paper scattered throughout your office, endless e-mails begging to be answered and an overflowing voice mailbox not only induce stress; they waste time. Start by setting up your office with places to store papers, supplies and equipment. Your desk should have at least one file drawer ideally two and additional drawers to hold supplies. The right desk, credenza, hutch and file cabinet can work wonders to keep you on track and enable you to access what you need when you need it. The biggest problem with incoming information aside from too much of it is knowing what to toss and what to keep, and determining where everything goes. You could add another bin labeled "to do. Separating papers that need your attention is better than shuffling through stacks on your desk See the Light Are you suffering from eyestrain and increased fatigue, two factors that can contribute to stress? Working long hours without a break can take its toll on your eyes, and poor lighting can trigger fatigue. That beautiful lamp you bought at the antique shop may look perfect in your office, but how functional is it? Fortunately, you have several options for lighting your office. There is task lighting for your work surface, general or ambient light to provide more uniform illumination in your office, or accent lighting for artwork or anything else you may want to highlight. Keep in mind that you can use one or a combination of these lighting sources to achieve the right amount of light. While a new lamp is a small investment, the payoff is huge. If your desk has shelves above, make sure you install under counter lights or invest in a desk and hutch with built-in lighting or invest in a desk and hutch with built-in lighting like the Colebrook desk and hutch. Replace outdated technology with timesaving equipment Your old computer may serve you well now, but how much time and energy are you wasting on an outdated machine and older versions of software? How much time do you waste on sluggish equipment vs. If the amount of time is staggering, do the math and upgrade your equipment. Technology prices continue to plummet along with their size or footprint, which makes outdated equipment unnecessary. Invest in ergonomically correct furniture The typical office chair and desk often are overlooked as causes of stress. Depending on the number of hours you sit in front of your computer, a stiff chair especially a wooden one from your kitchen or a dining room chair and a desk at the wrong level can increase the wear and tear on your back, neck and shoulders. Other factors to consider when buying a new chair are lumbar support to reduce lower back strain, seat and back height adjustments, tilt mechanisms and tilt lock to reduce leg muscle strain and fatigue. Use a good planning system Whether you choose a paper-based planner or a handheld that you sync daily with your computer , make sure the system fits your needs and your comfort level. Whether you replace your uncomfortable desk chair, bite the bullet and update your office equipment, or change your planning system, taking steps to de-stress you office will affect your energy level, productivity and ultimately your bottom line.

### Chapter 6 : Tips For Creating A Healthy, Stress-Free Workplace - Dealer Ops - Auto Dealer Today

*a few small changes can make a profound difference on your attitude and stress levels while in the office. Follow our tips for a stress-free workplace.*

Using alcohol or drugs to cope Tip 1: Beat workplace stress by reaching out Sometimes the best stress-reducer is simply sharing your stress with someone close to you. The act of talking it out and getting support and sympathy—especially face-to-face—can be a highly-effective way of blowing off steam and regaining your sense of calm. Turn to co-workers for support. Having a solid support system at work can help buffer you from the negative effects of job stress. Just remember to listen to them and offer support when they are in need as well. When you take a break, for example, instead of directing your attention to your smartphone, try engaging your colleagues. Lean on your friends and family members. As well as increasing social contact at work, having a strong network of supportive friends and family members is extremely important to managing stress in all areas of your life. On the flip side, the lonelier and more isolated you are, the greater your vulnerability to stress. Build new satisfying friendships. Meet new people with common interests by taking a class or joining a club, or by volunteering your time. As well as being a great way to expand your social network, being helpful to others—especially those who are appreciative—delivers immense pleasure and can help to significantly reduce stress. Make time for regular exercise Aerobic exercise—activity that raises your heart rate and makes you sweat—is a hugely effective way to lift your mood, increase energy, sharpen focus, and relax both the mind and body. Rhythmic movement—such as walking, running, dancing, drumming, etc. For maximum stress relief, try to get at least 30 minutes of activity on most days. The Mental Health Benefits of Exercise: For Depression, Anxiety, and Stress And when stress is mounting at work, try to take a quick break and move away from the stressful situation. Take a stroll outside the workplace if possible. Physical movement can help you regain your balance. Make smart, stress-busting food choices Your food choices can have a huge impact on how you feel during the work day. Eating small, frequent and healthy meals, for example, can help your body maintain an even level of blood sugar, keeping your energy and focus up, and avoiding mood swings. Low blood sugar, on the other hand, can make you feel anxious and irritable, while eating too much can make you lethargic. Minimize sugar and refined carbs. But these "feel-good" foods quickly lead to a crash in mood and energy, making symptoms of stress worse not better. Reduce your intake of foods that can adversely affect your mood, such as caffeine, trans fats, and foods with high levels of chemical preservatives or hormones. Eat more Omega-3 fatty acids to give your mood a boost. The best sources are fatty fish salmon, herring, mackerel, anchovies, sardines, seaweed, flaxseed, and walnuts. Drink alcohol in moderation. But skimping on sleep interferes with your daytime productivity, creativity, problem-solving skills, and ability to focus. Improve the quality of your sleep by making healthy changes to your daytime and nightly routines. For example, go to bed and get up at the same time every day, even on weekends, be smart about what you eat and drink during the day, and make adjustments to your sleep environment. Aim for 8 hours a night—the amount of sleep most adults need to operate at their best. Turn off screens one hour before bedtime. Avoid stimulating activity and stressful situations before bedtime such as catching up on work. Instead, focus on quiet, soothing activities, such as reading or listening to soft music, while keeping lights low. Stress and shift work Working night, early morning, or rotating shifts can impact your sleep quality, which in turn can affect productivity and performance and leave you more vulnerable to stress. Adjust your sleep-wake cycle by exposing yourself to bright light when you wake up at night, using bright lamps or daylight-simulation bulbs in your workplace, and then wearing dark glasses on your journey home to block out sunlight and encourage sleepiness. Limit the number of night or irregular shifts you work in a row to prevent sleep deprivation mounting up. Avoid frequently rotating shifts so you can maintain the same sleep schedule. Eliminate noise and light from your bedroom during the day. Use blackout curtains or a sleep mask, turn off the phone, and use ear plugs or a soothing sound machine to block out daytime noise. Prioritize and organize When job and workplace stress threatens to overwhelm you, there are simple, practical steps you can take to regain control. Time management tips for reducing job stress Create a balanced schedule. All work

and no play is a recipe for burnout. Try to find a balance between work and family life, social activities and solitary pursuits, daily responsibilities and downtime. Leave earlier in the morning. Even minutes can make the difference between frantically rushing and having time to ease into your day. Make sure to take short breaks throughout the day to take a walk, chat to a friendly face, or practice a relaxation technique. Also try to get away from your desk or work station for lunch. It will help you relax and recharge and be more, not less, productive. Many of us feel pressured to be available 24 hours a day or obliged to keep checking our smartphones for work-related messages and updates. That may mean not checking emails or taking work calls at home in the evening or at weekends. Avoid scheduling things back-to-back or trying to fit too much into one day. Task management tips for reducing job stress

**Prioritize tasks.** Tackle high-priority tasks first. If you have something particularly unpleasant to do, get it over with early. The rest of your day will be more pleasant as a result. Break projects into small steps. If a large project seems overwhelming, focus on one manageable step at a time, rather than taking on everything at once. Let go of the desire to control every little step. Be willing to compromise. Break bad habits that contribute to workplace stress

Many of us make job stress worse with negative thoughts and behavior. Aim to do your best, no one can ask for more than that. Flip your negative thinking. Try to think positively about your work, avoid negative-thinking co-workers, and pat yourself on the back about small accomplishments, even if no one else does. Many things at work are beyond our control—particularly the behavior of other people. Rather than stressing out over them, focus on the things you can control such as the way you choose to react to problems. Look for humor in the situation. When used appropriately, humor is a great way to relieve stress in the workplace. When you or those around you start taking things too seriously, find a way to lighten the mood by sharing a joke or funny story. Clean up your act. If your desk or work space is a mess, file and throw away the clutter; just knowing where everything is can save time and cut stress. Be proactive about your job and your workplace duties

When we feel uncertain, helpless, or out of control, our stress levels are the highest. Here are some things you can do to regain a sense of control over your job and career. Talk to your employer about workplace stressors. Healthy and happy employees are more productive, so your employer has an incentive to tackle workplace stress whenever possible. Rather than rattle off a list of complaints, let your employer know about specific conditions that are impacting your work performance. Clarify your job description. Ask your supervisor for an updated description of your job duties and responsibilities. If your workplace is large enough, you might be able to escape a toxic environment by transferring to another department. Ask for new duties. If burnout seems inevitable, take a complete break from work. Go on vacation, use up your sick days, ask for a temporary leave-of-absence—anything to remove yourself from the situation. Use the time away to recharge your batteries and take perspective. Look for satisfaction and meaning in your work

Feeling bored or unsatisfied with what you do for large parts of the day can cause high levels of stress and take a serious toll on your physical and mental health. But for many of us, having a dream job that we find meaningful and rewarding is just that: Finding the Right Career: How to Find Job Satisfaction

Even in some mundane jobs, you can often focus on how what you do helps others, for example, or provides a much-needed product or service. Changing your attitude towards your job can also help you regain a sense of purpose and control. How managers or employers can reduce stress at work

Having your employees suffering from work-related stress can result in lower productivity, lost workdays, and a higher turnover of staff. As a manager, supervisor, or employer, though, there are things you can do to lower workplace stress. The first step is to act as a positive role model. Improving Communication at Work

Consult your employees. Talk to them about the specific factors that make their jobs stressful. Some things, such as failing equipment, understaffing, or a lack of supervisor feedback may be relatively straightforward to address. Sharing information with employees can also reduce uncertainty about their jobs and futures. Communicate with your employees one-on-one. Deal with workplace conflicts in a positive way.

### Chapter 7 : Create a Stress-Free Home Office Working Environment - Boca Terry

*Enter your mobile number or email address below and we'll send you a link to download the free Kindle App. Then you can start reading Kindle books on your smartphone, tablet, or computer - no Kindle device required.*

Now imagine a workplace exemplified by the following: A little better, right? Zen is a Buddhist philosophy that emphasizes meditation, intuition, and tranquility. Zen is also a practice that pulls you out of your routine, and trains you to live less automatically and more mindfully. More and more companies are embracing Zen principles to bring tranquility to their employees daily work and help balance the demands that growing a business places on individuals and teams. As a result, these employers are seeing more creativity, better communication and collaboration, and less stress in the workplace. But as it turns out, often all it takes is a little creativity and planning to create Zen on a budget. Getting your business to where it needs to be means requires a healthy amount of stress. Like a muscle, individuals and teams need to be challenged in order to grow stronger. But in order to keep your stress levels healthy, you need to allow your employees time and space to rejuvenate. Of course, you can make meditation part of your workplace culture without splurging on a spa-like meditation retreat in your office. How to do it on a budget: One great solution is Meditation Trainer , a site that automatically provides an immersive meditation experience every time you visit. All you need is a few minutes and set of headphones. For a slightly more robust and portable experience, Meditation Studio is a beautifully designed app for Android and iOS that promises to untangle your mind. The easy to use app includes expertly curated guided meditations, soothing background noise, step by step guidance and in-depth courses, as well as the ability to automatically track your daily progress. Set aside a few guided meditation sessions with your team so they can see for themselves. Inspire with Motivational Prints Zen is a philosophy that recognizes the power of words. Think of the concept of the mantra, for instance “ a repeated word or phrase that aids in meditation practice. You can create a mantra-like experience for your team with stylized motivational Zen prints. Daily interaction with phrases and images that promote peace, calm, and tranquility recenter your mindset, and remind you to practice mindfulness in your work. How about our totally free printables. Bring the Outdoors In with a Living Wall Environment is everything in Zen philosophy, and greenspace can do wonders for your mindset. Living walls are a great way to bring the outdoors in. GdB , a Minneapolis-based ad agency, found a clever way to do just that. Their spacious downtown offices feature two storey high live bamboo walls. Not to be outdone, El Segundo skincare company Murad features an indoor vertical herb garden, and companies like Live Wall are helping companies create living works of art in their offices. Of course, living walls can be expensive. You can make your own air plant holders with plastic easter eggs, inexpensive fishbowls, or items from your local hardware store “ the options are only limited by your imagination. Chill Out with an Office Water Feature Water plays an important role in Zen philosophy and practice, symbolizing the dual nature of the human mind and energy. You put water into a bottle and it becomes the bottle. You put it in a teapot it becomes the teapot. Now, water can flow or it can crash. Be water my friend. The water flows in front of a window that faces southeast, so light streams in from different angles throughout the day. As Riot co-founder and president Marc Merrill explained to the Awesome Office podcast , this space is a great place for employees to calm their minds and focus their creativity with a warm cup of tea in hand. Their line of premium organic teas were developed to increase productivity and a sense of well-being. We use it here at SnackNation I am partial to their green tea and jasmine blend. Filter Out Noise Open office layouts seem to be all the rage these days. Despite benefits like increased collaboration and serendipitous encounters, there is certainly a downside: Cacophonous open layouts make focus-work like writing or designing virtually impossible. Noise canceling headphones are certainly an option, but outfitting your entire company with these gadgets, can get expensive. At SnackNation, we installed Crush Cubes “ miniature soundproof pods that allow for maximum focus and minimal distraction. Crush Cubes are perfect for writing, brainstorming, and other forms of ideation. Noisli is a fantastic free white noise app that provides high quality environmental sounds to filter out noise and help your mind hone in on focus-intensive tasks. In addition to sounds from nature like rain, campfire, and wind , there are fan noises, cafe sounds, and white, pink, and

brown frequency noises. The just-released Noisli 2. Cost € Free 7. Relax with Office Massages Massage is a classic way to achieve the calm and tranquility that Zen strives for. Colorado based software company Solidfire agrees: Soothe app is a simple way to reward your employees with on-demand massages. Soothe will send a 5-star therapist directly to you with the touch of a button. Become an Office Yogi Yoga is becoming ubiquitous in tons of offices across the country € and for good reason. Daily Yoga is one of several budget friendly apps that enables employees to practice self-guided yoga on the go. Free in-app purchases 9. A team of Hulugans decided to prank VP of Distribution Pete Distad with a meticulously construction Zen garden at his desk, complete with raked sand, bamboo, and soothing stones placed all over his desk. Of course, the joke was on them when Distad decided to keep his desk the way it was. Not quite ready to dump 1, pounds of sand around your workspace? Try this mini desktop Zen Garden from Buddha Groove instead. He does this by creating simple, artisan bracelets that feature a single word pounded into a metal washer. Practice Gratitude Part of Zen philosophy involves delighting in the basic miracle of life itself. One way to do this is to practice daily or weekly gratitude. WeSpire breaks down a few more of the benefits, here: Baudville has a ton of creative ways to let employees know you are grateful for them. The company makes custom rewards to help you express your gratitude to your awesome team members. Team members reflect on the week that was, recognize a team member for exemplifying one of our core values, and start the weekend on a high note. We still maintain the practice to this day, despite the fact that our team has grown to more than members. It is practiced in the U. Smell is one of our strongest senses, with the ability to evoke powerful memories or emotions. Aromatherapy is the art of using scents to calm our minds and relieve stress. Therapeutic essential oils can get a bit pricey. Try this aromatherapy diffuser from Bulk Apothecary instead. One spritz will create the perfect zen vibe in your office. What are some Zen principles that your office practices? Let us know in the comments below.

### Chapter 8 : Creating a Stress Free Workspace | CPM One Source

*There are many factors within a business, which must be managed in order to maintain a stress-free workplace. Nonetheless, you can follow the simple steps below to reduce stress in your workplace and create a motivating, stress-free environment where employees want to come and work.*

June 23, by Wasp Barcode 1 Comment Are your employees excited to come to the office every day, or do they drag in late? Here at Wasp , we think building a strong and motivated! Avoid these six sins of office stress and make your work environment a place that employees want to be. Eliminate this office stress by scheduling regular evaluations. Also, make sure your employees feel comfortable giving feedback to managers. While some employees may be at ease sharing problems or concerns in a face-to-face meeting, other employees may prefer to provide feedback using an anonymous survey or through a suggestion box. Regardless of how you approach it, be sure the process is simple and that suggestions are taken to heart. Mundane Office Hours Have you ever finished your work for the day at 3 p. Or do you work best after 10 a. Forget the traditional office hours. If it works for your small business, allow employees to decide the set hours they are in the office. Or, reward employees on Fridays by letting your team to come in to the office late or leave early. Switching up the norm will allow employees to relax for a few needed hours. Uncomfortable Work Space Simple things like glaring computer screens, limited sticky notes or painful desk chairs can cause stress. Around the Wasp office, you can spot employees perched on stability balls, and the sales team sports sound-cancelling headsets to keep office noise out of calls. Check out these tips for more simple stress reducers. Encouraging your team to interact on a personal level can foster better cohesion and a happier work environment. Supply the area with waters and healthy snacks like fruit or nuts for a healthy, interactive work break. Treat your team to happy hour appetizers, join an intramural league, or start a running group to train for a local 5K. After all, teams who play together, stay together. Unhealthy Habits Poor eating habits and lack of sleep and exercise create stress before your employees even enter the office. Help offset unhealthy habits by promoting health while at work. Instead of the all-you-can-eat taco bar, cater deli sandwiches with fruits and vegetables for the company lunch. For casual Friday, let workers wear sweatpants and bring in a yoga instructor for a mid-afternoon workout. If your small business is home to a vending machine, encourage your provider to stock healthier options, like baked chips and granola bars, instead of your standard vending machine fare. Missing Direction A major cause of stress for employees is not knowing where the company is going and their role plays in to the overall strategy. Involve your team in making long-term and short-term goals. Post long-term goals around the office and give short-term goals to each employee at their desk. When goals are accomplished, celebrate! Employees who know the goals of their company and know specifically what they can do to help are more committed team members. What causes you stress in your work environment? Tell us by commenting below! No related content found.

### Chapter 9 : 4 Ways to Live a Stress Free Lifestyle - wikiHow

*Creating a Stress-free and Comfortable Office Design October 16, Admin Directions 0 Every office employee can experience stress-related work on a daily basis, and this takes a toll on everybody.*

Steven Clarke Spending working hours in the atmosphere of serenity and calmness seems impossible since work and stress are perpetually intertwined. However, the reasons that cause work-related stress vary. Most of the employees report high levels of stress due to the workload and people issues, but those reasons fall under the category of structural and organizational problems within the company. Another thing that can cause anxiety and inhibit our productivity, even though we tend to overlook such obvious facts, is our surrounding. Although stress-free work environment may sound like an oxymoron, there are ways to reduce stress by making small yet important modifications in your workplace. Do something about the light Given that we spend half of our waking hours at work, the quality of light in the office is crucial for our well-being. Fluorescent strip lights are common in many offices although being a health and safety danger. Aside from containing mercury and spreading uneven light, fluorescent bulbs often flicker and buzz which can be very annoying and even harmful to people with epilepsy. Natural light reduces stress so try to get close to the window, but if that is not an option, have a small desk lamp that will help you reduce eye strain. Add some greenery Plants are the oldest trick when trying to improve any interior, no matter how small. However, the benefits of having plants go much further than decorating your cubicle. Besides the fact that greenery will improve the air quality, it will lift up your mood and increase productivity. Numerous studies confirm positive effects of plants on our mindset and mental health, so make sure to include few colorful flowers around your desk. Be creative and make air plant holders that will hang there and brighten your day. Also, use a coffee break to go to the nearest park since it will refresh you and replenish your mental energy. Personalize your workspace With all that neutral colors and generic furniture, offices can be quite dreary places, so allow yourself to customize it and add a personal touch. Place no more than three or four personal items that mean something to you. Only make sure not to clutter your desk with excessive details since it can cause more stress. Speaking of clutter Organize your desk and computer since chaotic workspace can only trigger more stress and anxiety. Clutter is harmful in many ways, far beyond the situation where you lose precious time to find a paper that was here yesterday. Visual clutter is a distraction that overloads our brain and limits the ability to process information. Reduce office items, clear the desk and organize the drawers. Store papers where they belong, place promotional material in the brochure holders and get rid of all unnecessary things. Try to go paperless as much as possible and store files digitally. Have mini breaks Although working hours are for working, include mini breaks since no one can work efficiently eight or more hours in the row. Use this mini breaks, no longer than few minutes, to unplug and to reset. During these few minutes do nothing related to work but make it personal time instead. Deep breathing and short meditations can be quite helpful since it will help you to calm your mind and renew the energy. Also, you can use these short breaks to stretch and move around the office since too much sitting can cause various health risks. Final words Stress is an inevitable part of our lives, so one might think that there is only so much we can do about it. We can reduce levels of stress by being more mindful and aware of ourselves and our surrounding. No one can avoid stress, but we can remember wise words of Shantideva who says: If you cannot solve it, then what is the use of worrying? Your online reputation potentially impacts all aspects of life – both personal and professional. Your co-workers, romantic interests, hiring managers, employers, and potential business partners do an online search prior to making any decisions. Management The success of your store involves more than just a nice website or good marketing. Managing your inventory is at least as important. You do not want to buy too much stock that you stay with, but also not too little, so that your sales opportunities go wrong Management Customer acquisition is the top priority of every business. An organization growth completely depends on the quality and quantity of customer acquisition. Management In a broad sense, workflow management can involve all the tools and processes used to streamline and optimize the operation of an organization, but this term is often referred specifically to a software system created for improved productivity, including document

management tools, content management tools, and business process management or BPM tools. Management It is likely every CEO or managers dream, to walk into an office and see their employees pouring their hearts into their work, with an enthusiastic attitude. However, the reality is that this level of efficiency takes time and effort to create.