# Employee Daily Self-Care Tips

## Mental Health

### Coping with being overwhelmed at work

- Take a break from your workspace – go for a walk if possible.
- Talk to someone about what's going on for you (colleague, manager, EAP, GP).

### Creating boundaries between work and home

- Designate some downtime for yourself. This can be taking an hour or two to prioritise yourself and engage in some self-care.
- Try a dividing activity in between work and home, like the gym, a call with a friend, meditation or playing some music – a routine can be helpful.

### Unwinding after work

- Exercise is a great tool for stress management & mental health.
- Talking to a friend, family member or attending a social event is also a great mood booster.
- Engage in some self-care. For example, read a book, walk the dog, take a bath or listen to a podcast. Do something that makes you feel good.

## Sleep

### Put away your phone/ laptop

Blue light (and all light) interferes with melatonin and interferes with your brain waves while you sleep! Put the screens away at least an hour before bedtime.

### Overthinking

Mindfulness can be a good tool to help focus the mind on the present, rather than worrying about tomorrow or about what happened earlier today. If you struggle significantly with stress or anxiety, talk to your GP or a mental health professional.

### Time your caffeine intake

Caffeine stays in your system for hours after you ingest it! You may not think it but that 3pm coffee can impact your sleep that night through blocking a key chemical in the brain called adenosine!

## Financial Wellbeing

### Spend Less Than You Earn

This might seem like an obvious piece of advice, however many of us are living portions of our lives on credit. While the need for short-term loans exists, for general spending, like food and clothes, try to stay within the confines of what you are earning.

### Set Budgets

It's easier to manage your outgoings when you are keeping track of them. Manage your daily weekly and monthly spending with a budget that accounts for your guaranteed outgoings, like bills, and planned outgoings, such as savings, socialising.

### Protect what you have

Whether you have a mortgage or savings, it's important to know exactly what level of protection you have. Mortgage protection is an important aspect of ensure you are secure in unexpected circumstances, while there are laws in place to protect your personal savings. Be sure that you are informed and that your money is safe.

## Fitness & Nutrition

### Get a Workout Buddy

It's easier to stay motivated if you have a companion to keep you interested and encouraged. Arrange to go to the gym, for walks or to classes with a friend and you're more likely to stick to your routine.

### Ease Yourself In

When we start a new fitness routine the promise of results and the initial rush of endorphins makes us want to give it everything we have. This can cause us to burn out, or even get injured, so what's recommended is a slow and steady pace to ease yourself into a routine to get your body used to it.

### Never Mind the Others

One of the things that puts us off when we start a new training routine is other people. What other people are doing, how progressed they are in their training, what they think of you. It's not easy, but it's important to train yourself to forget about other people, you're there for you, not them.