



WORKPLACE ANXIETY SURVIVAL PACK



MINDFUL PATH COUNSELLING

Workplace Anxiety Survival Pack

Small steps to help you feel more grounded, more in control, and less overwhelmed at work.

Whether you're dreading meetings, struggling to focus, or feeling constantly on edge at work, you're not alone. Workplace anxiety is far more common than people admit, and it's not a sign that you're failing or not coping. It's a sign that something in your environment, expectations, or self-talk is weighing heavily.

This short guide offers practical tools you can use right away - especially in those moments when everything feels a bit too much.

1. Quick Grounding Tool (for when panic hits mid-meeting or at your desk)

The 5-4-3-2-1 Grounding Technique:

This can help you reconnect with the present when your mind starts to spiral.

Take a slow breath and name:

- **5** things you can see
- **4** things you can touch
- **3** things you can hear
- **2** things you can smell
- **1** thing you can taste

You can do this quietly and subtly, even while sitting at your desk or walking to the loo. The goal is to shift your focus from your thoughts to your surroundings. It gives your nervous system a moment to settle.



2. A Reset Ritual (for when your stress builds throughout the day)

Create a **5-minute break that's truly yours.**

It doesn't need to be fancy. Choose one or two of the following and make it a regular reset point during your day:

- Step outside and get some fresh air (even if it's just in the car park)
- Stretch or move your body in a way that feels good
- Sip water or a herbal tea slowly, noticing the taste and temperature
- Put your phone away and look out of a window for a minute or two

This isn't about 'fixing' the day, it's about showing your body that it's safe to pause.

3. Challenge the Anxiety Spiral (for when you're stuck overthinking)

Anxious thoughts can feel like facts, especially when we're under pressure. If you catch yourself thinking things like *"I'm going to mess this up"* or *"Everyone can see I'm struggling,"* try this quick reframe:

Ask yourself:

- What's the actual evidence for this thought?
- How would I speak to a friend in the same situation?
- Is there another way of looking at this?

This won't make the anxiety disappear, but it can help soften the fear and give you back a sense of control.

4. A Simple Boundary You Can Set Today

When anxiety's high, it often means your limits have been stretched too far for too long. What's one small boundary you can put in place this week?



Examples:

- Saying no to taking on extra work when your plate is already full
- Leaving your desk for lunch instead of eating while working
- Not checking emails after a certain time in the evening
- Telling a colleague, "Can I get back to you on that?" instead of answering immediately

It's okay to protect your energy, especially when you're running low.

5. A Reminder to Keep in Your Notes or Phone

Sometimes, you just need a line or two that helps you step back from the pressure and reconnect with yourself. Here are a few you might like to save:

"It's okay to pause. I don't have to keep pushing just to prove something."

"I can feel anxious and still take this one step at a time."

"This feeling won't last forever - I've got through worse."

"I'm allowed to have limits. My worth isn't measured by my productivity."

Pick one that resonates, or write your own, then read through these in moments of stress or self-doubt to help steady yourself and come back to what matters.

Final Thoughts

Workplace anxiety doesn't mean you're weak or not coping, it means your nervous system is under pressure and looking for relief. These small tools won't fix everything, but they're a start. They're a way of saying, *"I matter too. My needs are valid."*

If you'd like to talk more about how anxiety is showing up for you at work, or if you want a space to figure out what's really behind the stress, feel free to reach out. You don't have to figure it all out alone.

