



Managing anxiety that trickles into the workday

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Anything can improve in an hour

While the jobs of our specific teams may vary significantly from one another, one thing brings us all together — anxiety. At times, your team members will be faced with some type of conflict or challenge that affects their emotional well-being.

About one in five adults in the U.S. are affected by some form of general anxiety.¹ If you start adding corporate acquisitions, relationships, divisive politics, financial issues, and — as in my case — the turnpike construction taking place in my front yard, that number can spike higher for your team during tough times.

As things can easily snowball and cause conflicts or disruption throughout the team, I have learned there are three keys to managing anxiety — believing in yourself, managing your reaction time to the incoming stressors and counting on your team to support one another.

Believe in yourself

“The first step is you have to say you can.”

— Will Smith

Getting in the right mindset will help you take positive steps to improve your mood or situation. Take time to understand what’s causing your anxiety. Is it work or life anxiety? Or both? Feeling like you’re struggling with a task will push you to make real progress. Set small goals that will boost your confidence and enable you to set larger goals and overcome negative feelings. Test your limits! Remind yourself that you’re stronger than this moment, and believe it.

Encourage your team to learn more about mindfulness. Mindfulness practice is a very powerful way to recharge, re-center and enhance your overall well-being. It’s become a part of my weekly routine and has helped strengthen my mindset. Watch this [e-Health video](#) or [read the transcript](#), visit [emindful.com](#) and this [YouTube playlist](#) for an introduction and ideas to help with mindfulness practice.

Manage your reaction time

“Life is 10% what happens to me and 90% how I react to it”

— Charles R. Swindoll

You may feel overwhelmed by looming deadlines or multiple tasks. Assignments have a way of flooding in at the same time.

You wonder how you’re possibly going to get all this done? Goodbye sleep, yoga class and weekend getaway.

I encourage my team to step away, regroup and prioritize. If you can overcome that initial flush of panic or stress, you will think more clearly and better evaluate your given tasks. And maybe even avoid sending out that reactionary email you will come to regret! Admit it, we have all done it!

Once you prioritize, dive in and make progress, the work will get easier. At the very least, your to-do list will get shorter. Getting started is almost always the most difficult step. Most of the time, taking time to organize the work and your thoughts allows you to realize the tasks were not as cumbersome as you first thought.

By taking a little extra time on the front end of a project to organize and plan, you can start well, sleep better and probably even make time for yoga.

¹Anxiety and Depression Association of America. [Facts & Statistics](#). Accessed on February 1, 2019.

Never underestimate the power of peer support

“To overcome our challenges, all that is required is the courage to ask for help.”

— Simon Sinek

We're all human and our experiences make us who we are. Individual differences build our character and allow us to develop strength, knowledge and resiliency. That is the good stuff. It is who we are, and it is meant to be SHARED!

On our team, we have what we call a “10 minute rule.” If in 10 minutes you can't overcome an issue, find a subject matter expert, answer or piece of information, or if you need ANY sort of assistance, reach out to the team for peer support. 9 times out of 10 or more, magic happens and help pours in!

Asking for help and providing it to others does so much more than answer a question.

- It tears down walls.
- It opens doors.
- It builds the teams we all want.

Be there for others

Be kind. Mentor and teach others. Allow yourself to be mentored and taught.

So that when you begin to feel quicksand beneath you, you know you are surrounded by a team reaching out to lend you a hand.

In reality, we are all part of a team managing anxiety.

Stepping back to catch our breath and plan a strategy helps. We've got mindfulness tools that allow us to strengthen our ability to balance life and work.

And, it's up to each of us to strengthen our teams so that we can reach out to one another.

Remember, we all can inspire each other!

