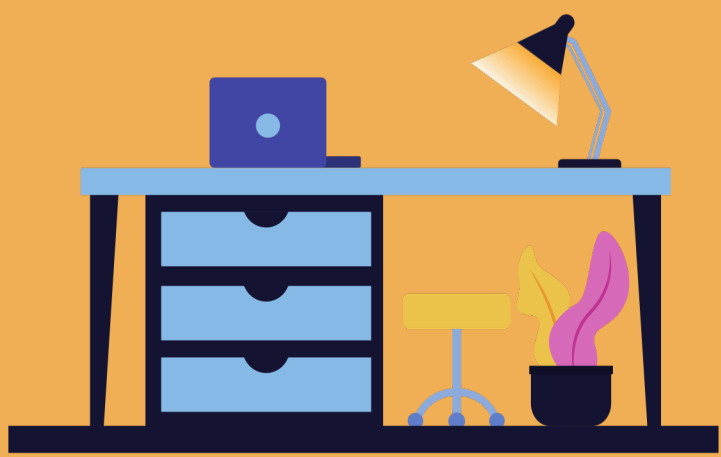


# TIPS TO PRACTICE *SELF-CARE* *IN THE WORKPLACE*

## **DECLUTTER**

Having a workstation that is free of clutter and that creates a calming atmosphere can reduce stress. When feeling overwhelmed, spend 5-minutes organizing one area of your workspace.



## **SET BOUNDARIES**

One way to set boundaries is to be realistic about what you can take on and setting attainable deadlines. Be sure to communicate with staff and supervisors to create workplans that are achievable.



## **RECHARGE**

It's important to build breaks into your workday. Set time in your calendar for your lunch breaks and short pauses. For example, every 20-minutes-take 20-seconds to look away from the screen or stretch. Whenever possible, schedule walking meetings. And don't forget to plan vacations. Extended breaks from work can improve your long-term health and wellbeing.



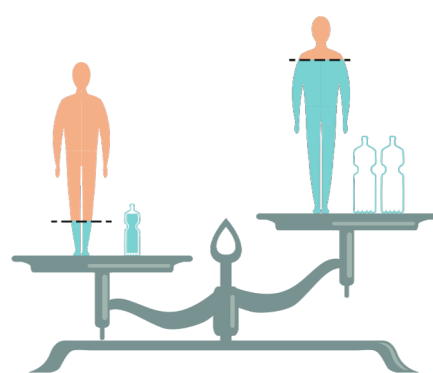
## **ASK FOR HELP**

An inability to ask for help can lead to exhaustion. During busy and stressful times, it is important to reach out for help. Consult with coworkers and supervisors for support and assistance.



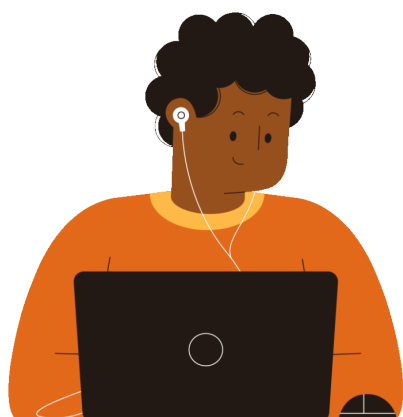
## **HYDRATE**

For a quick stress-relief remedy, simply drink a glass of water. Dehydration causes weakness and fatigue which will make you sluggish and devoid of the energy needed to work effectively. To counter stress in the long term, aim to drink at least 64 ounces (8 cups) per day.



## **LISTEN TO MUSIC**

When under pressure or stress, music can have a calming effect and boost your mood to make you more patient, cooperative, and collaborative.



## **REACH OUT TO NYC DCP-EAP**

If you need support or guidance, reach out to a NYC DCP-EAP Counselor:

Queens & SI: **Adrian Johnston** 646.634.4131, [adrian.johnstone@olr.nyc.gov](mailto:adrian.johnstone@olr.nyc.gov)

Manhattan: **Danielle Cook** 646.634.1228, [danielle.cook@olr.nyc.gov](mailto:danielle.cook@olr.nyc.gov)

Brooklyn: **Alana Johnstone** 646.740.6506, [alana.johnstone@olr.nyc.gov](mailto:alana.johnstone@olr.nyc.gov)

Bronx: **Sheena Lawrence** 646.937.0117, [kasheena.lawrence@olr.nyc.gov](mailto:kasheena.lawrence@olr.nyc.gov)

Email: [eape@olr.nyc.gov](mailto:eape@olr.nyc.gov)

Call: **212.306.7660**

